**General Guidelines for
Proposals to Make Multiple Revisions to a Course**

* This form is used to make two or more revisions (number, title, prerequisites/ corequisites/ special requirements, catalog course listing, grade type and/or credit hours) to the same course as long as there are no substantial revisions to course content. If multiple revisions to an existing course involve substantial revisions to course content, objectives, student expectations, etc., a new course proposal must be submitted.
* Proposals to make multiple revisions to an existing course are **action items**.
* In using this form, include information only in those sections that are relevant. Write n/a in all sections not relevant to the proposed changes.
* If the proposed revisions involve courses offered by another department/ unit, the head of that department/ unit should be informed so that appropriate scheduling decisions can be made.
* Abbreviated course titles in **item 2.3** may be up to 30 characters long, including spaces and punctuation. Because the abbreviated title appears on student transcripts and in the schedule of classes, the abbreviated title should reflect the course title as accurately and completely as possible.
* Revisions to course number in **item 3.2** that involve a change from upper division (300- or 400-level) to lower division (100- or 200-level) or lower division to upper division require new course proposals because it is assumed that, in this case, course content, objectives, student expectations, etc. are likely to change significantly.
* Prerequisites, corequisites and/or special requirements listed in **item 4.2** will appear in the university catalog.
	+ Distinguish clearly between prerequisites and corequisites. For course prerequisites or corequisites, indicate each subject area prefix and course number (not the course title). If a prerequisite/corequisite course presumes completion of other courses, the preceding courses should not be listed. In other words, list only the immediate prerequisites and not all the courses that precede the immediate prerequisites. For example, students in XXXX 323 are required to have completed XXXX 321, 202 and 201, but only XXXX 321 is listed as the prerequisite because XXXX 202 and 201 are prerequisites to XXXX 321.
	+ For other enrollment requirements (e.g., instructor permission required, class standing, acceptance to the xxx program required, restricted to majors in the xxx program), clearly state the text as it will appear in the catalog. Course requirements need not state the obvious; for example, a 500-level course need not stipulate "graduate standing."
	+ Prerequisites for the graduate (G) component of a 400-level course do not have to be the same as those for the undergraduate component.
* **Item 4.4** should indicate how the revisions in course prerequisites, corequisites and/or special requirements will affect completion of the major/minor sequence, including provisions that will be made for current majors/minors. If the revisions in course prerequisites, corequisites and /or special requirements will not affect completion of the major/minor sequence, indicate "not applicable."
* The catalog course listing in **item 5.2** includes both the course description and special information about the course.
	+ The course description need not be written in complete sentences. For example, the description might read "Survey of ..." instead of "This course is a survey of ... ." The course description should be as concise as possible; aim for 25 words or less.
	+ Special information about the course includes, but is not limited to, the following:
		- lab fees or course fees
		- required purchase of lab or field equipment
		- equivalent to another course
		- course restrictions (e.g., not applicable to xxx majors)
		- required off-campus travel
		- instruction in a location other than a regular classroom
* If the number of credit hours is revised in **item 6.2** to reflect significantly revised course content, objectives, student expectations, etc., a new course proposal must be submitted.
* Grade type options in **item 7.2** are standard letter grades (i.e., A, B, C, D, F, FN, X, NG) or pass/ fail. In addition, if courses are designed to span more than one term, the proponent may request the IP (in progress) grade type.
* When proposing a term for implementation in **item 8,** refer to the Schedule Flow chart on the UCC website to determine proposal approval timelines as they relate to registration for a term. Courses cannot be revised to be effective for a term once registration for that term has begun.
* A Course Inventory Form must be submitted to the college dean’s office. From there it will be forwarded to the Office of the Registrar as part of the college’s package of Course Inventory Forms for that month’s UCC agenda.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Make Multiple Revisions to a Course**

**(Action Item)**

Contact Person: Name, email, phone

**1. Identification of course:**

* 1. Current course prefix (subject area) and number:
	2. Course title:

**2. Revise course title:**

* 1. Current course title:
	2. Proposed course title:
	3. Proposed abbreviated title:
	4. Rationale for revision of course title:

**3. Revise course number:**

* 1. Current course number:
	2. Proposed course number:
	3. Rationale for revision of course number:

**4. Revise course prerequisites/corequisites/special requirements:**

4.1 Current prerequisites/corequisites/special requirements: (indicate which)

4.2 Proposed prerequisites/corequisites/special requirements:

4.3 Rationale for revision of course prerequisites/corequisites/special requirements:

4.4 Effect on completion of major/minor sequence:

**5. Revise course catalog listing:**

* 1. Current course catalog listing:
	2. Proposed course catalog listing:
	3. Rationale for revision of course catalog listing:

**6. Revise course credit hours:**

* 1. Current course credit hours:
	2. Proposed course credit hours:
	3. Rationale for revision of course credit hours:

**7.** **Revise grade type:**

 7.1 Current grade type:

 7.2 Proposed grade type:

 7.3 Rationale for revision of grade type:

**8. Proposed term for implementation:**

**9. Dates of prior committee approvals:**

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| Department/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee  |  |
| Professional Education Council (if applicable) |  |
| General Education Committee (if applicable) |  |
| Undergraduate Curriculum Committee (if applicable) |  |
| Graduate Council (if applicable) |  |
| University Senate |  |