**General Guidelines for  
Proposals to Revise Course Grade Type**

* This form is used to change the grade type of an existing course as long as there are no substantial changes to course content. If the grade type is changed to reflect significantly changed course content, objectives, student expectations, etc., a new course proposal must be submitted.
* Proposals to change course grading systems are **consent items**.
* Grade type options are (1) standard letter grade (i.e. A, B, C, D, F, FN, IP, X, NG) or (2) pass/ fail.
* When proposing a term for implementation in **item 5**, 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 begins.
* A Course Inventory Form for each course 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 Revise Course Grade Type**

**(Consent Item)**

Contact Person: Name, email, phone

1. **Identification of proposed course**
   1. Course prefix (subject area) and number:
   2. Course title:
2. **Current course grade type:**
3. **Proposed course grade type:**
4. **Rationale for revision of course grade type:**
5. **Proposed term for implementation:**
6. **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 |  |