**General Guidelines for
Proposals to Revise Course Prerequisites/ Corequisites/ Special Requirements**

* This form is used to revise the prerequisites, corequisites and/or special requirements for an existing course. If course prerequisites/corequisites are revised to reflect significantly revised course content, objectives, student expectations, etc., a new course proposal must be submitted.
* Proposals to revise course prerequisites, corequisites and/or special requirements are **consent items**.
* If the proposed prerequisite/corequisite 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.
* Prerequisites, corequisites and/or special requirements listed in **item 3** will appear in the university catalogs.
	+ 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 5** should indicate how the changes 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 changes in course prerequisites, corequisites and/or special requirements will not affect completion of the major/minor sequence, indicate "not applicable."
* **When proposing a term for implementation in item 6, refer to the Schedule Flow on the UCC website to determine proposed approval timelines as they relate to registration for a term. Courses cannot be revised for a term once registration for that term has begun.**
* **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 Prerequisites/Corequisites**

**(Consent Item)**

Contact Person: Name, email, phone

**1. Identification of course:**

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

**2. Current prerequisites/corequisites/special requirements:**

**3. Proposed prerequisites/corequisites/special requirements:**

**4. Rationale for the revision of prerequisites/corequisites/special requirements:**

**5. Effect on completion of major/minor sequence:**

**6. Proposed term for implementation:**

**7. 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 |  |