**General Guidelines for  
Proposals to Revise Course Credit Hours**

* This form is used to revise the number of credit hours for an existing course, as long as there are no substantial revisions to course content. If the number of credit hours is revised to reflect significantly revised course content, objectives, student expectations, etc., a new course proposal must be submitted.
* This form may also be used to revise the repeat limit and to change a course from fixed to variable credit or vice versa.
* Proposals to revise course credit hours are **action items**.
* If the number of credit hours is revised to reflect significantly revised course content, objectives, student expectations, etc., a new course proposal must be submitted.
* When proposing a term for implementation in **item 4,** 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 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 Credit Hours**

**(Action Item)**

Contact Person: Name, email, phone

**1. Identification of course:**

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

**2. Proposed course credit hours:**

**3. Rationale for the revision of course credit hours:**

**4. Proposed term for implementation:**

**5. 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 |  |