## Course Change Form

(Only one course per form)

- **UNDERGRADUATE COURSE** (1-4999)
  - Submit to: Divisional Dean’s Office who will then forward to the Undergraduate Curriculum Committee, 128 Jesse Hall.

- **PROFESSIONAL-LEVEL COURSE** (5000-6999)
  - Submit to: Divisional Dean’s Office who will then forward to the Graduate Faculty Senate, 210 Jesse Hall.

- **GRADUATE COURSE** (7000-9999)
  - Submit to: Divisional Dean’s Office who will then forward to the Graduate Faculty Senate, 210 Jesse Hall.

- **CROSS-LEVEL COURSE** (Undergraduate (4000-4999) Graduate (7000-7999))
  - Submit two (2) original forms to: Divisional Dean’s Office who will then forward one form to the Undergraduate Curriculum Committee, 128 Jesse Hall, and the other form to the Graduate Faculty Senate, 210 Jesse Hall.

- **CROSS-LISTED COURSE** – Cross listed with another subject area
  - Submit two (2) original forms to: Divisional Dean’s Office who will then forward one form to the Undergraduate Curriculum Committee, 128 Jesse Hall, and the other form to the Graduate Faculty Senate, 210 Jesse Hall.

### Department: ____________________________  Curriculum Designator: ____________________________

### Course: ____________________________  Number ____________________________

<table>
<thead>
<tr>
<th>Full Course Title (56 characters— to appear in the catalog)</th>
<th>Credit Hours</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Abbreviated Course Title (24 Characters— to appear on the transcript)</th>
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</table>

### Current Course Description (Limit: 40 words including description, prerequisites, requisites (restrictions), and grading system)

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### The following changes are to be made:

Term to be Effective: ☐ Fall  ☐ Winter/Spring  ☐ Summer

1. **CHANGE COMPONENT(S)**
   - ☐ LECTURE/STANDARD  ☐ DISCUSSION (MAY NOT BE A STAND ALONE COMPONENT)  ☐ LABORATORY
   - ☐ FIELD STUDY  ☐ INDIVIDUAL STUDY  ☐ STUDIO  ☐ INTERNSHIP/EXTERNSHIP  ☐ LESSON
   - ☐ CURRENTLY A GENERAL EDUCATION COURSE  ☐ REACTIVATE FROM DEPOSITORY  ☐ DISCONTINUE COURSE

2. **CHANGE COURSE NUMBER TO:**
   - ____________________________________________

3. **CHANGE COURSE TITLE TO:**
   - (Limit title to 24 characters as this title will appear on transcripts. If course title changes substantially discontinue course and create a new course)
   - ____________________________________________

4. **CHANGE CREDIT HOURS TO:**
   - ____________________________________________

5. **CHANGE GRADING OPTION TO:**
   - ☐ A/F with S/U student option  ☐ A/F ONLY  ☐ S/U ONLY

6. **CHANGE PREREQUISITES TO:**

7. **CHANGE COURSE DESCRIPTION TO:** (Limit: 40 words including title, credit hours, description, prerequisites, term(s) offered, and grading system)

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8. **CROSSTEXLISTED WITH:**
   - ____________________________________________
   - PARENT DEPARTMENT: ____________________________

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Credit Hours</th>
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### Approving Signatures

<table>
<thead>
<tr>
<th>Parent Department Chair: ____________________________</th>
<th>Date: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Department Divisional Dean: __________________</td>
<td>Date: ____________________________</td>
</tr>
<tr>
<td>Crosslisted Department Chair: ________________________</td>
<td>Date: ____________________________</td>
</tr>
<tr>
<td>Crosslisted Department Divisional Dean: ______________</td>
<td>Date: ____________________________</td>
</tr>
<tr>
<td>Undergraduate Curriculum Committee: __________________</td>
<td>Date: ____________________________</td>
</tr>
<tr>
<td>Graduate Faculty Senate: ____________________________</td>
<td>Date: ____________________________</td>
</tr>
<tr>
<td>Graduate Dean: ________________________________</td>
<td>Date: ____________________________</td>
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### Notes:

- **Office of the University Registrar Deadlines:**
  - Fall Semester – Dec. 10th
  - Winter/Spring Semester – June 15th
  - Summer Semester – Dec. 10th

  Earlier processing deadlines may apply. Check with your academic department and unit. This form only changes the Catalog Description of Courses. If the change is to be reflected in existing Schedule of Courses, the department must contact the Office of the University Registrar-Registration, 125 Jesse Hall.