

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	Full Course Title (56 characters—to appear in the catalog)	Credit Hours
Abbreviated Course Title (24 Characters—to appear on the transcript)		

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

The following changes are to be made:

Term to be Effective: Fall Winter/Spring Summer

CHANGE COMPONENT(S)

Year _____

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

CHANGE COURSE NUMBER TO: _____

SUBMIT FOR GENERAL EDUCATION CONSIDERATION

Social Behavioral Humanities Math Sci Physical Sci Bio Sci

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)

CHANGE CREDIT HOURS TO: _____

CHANGE GRADING OPTION TO: _____

A/F with S/U student option

A/F ONLY

S/U ONLY

CHANGE PREREQUISITES TO: _____

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

CROSSLISTED WITH: _____

PARENT DEPARTMENT: _____

Department

Course #

Title

Credit Hours

Approving Signatures

Parent Department Chair: _____ Date: _____

Parent Department Divisional Dean: _____ Date: _____

Crosslisted Department Chair: _____ Date: _____

Crosslisted Department Divisional Dean: _____ Date: _____

Undergraduate Curriculum Committee: _____ Date: _____

Graduate Faculty Senate: _____ Date: _____

Graduate Dean: _____ Date: _____

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.