



**PROCEDURES  
CURRICULUM PROPOSAL FORM #4**

***CHANGE IN OR DELETION OF EXISTING COURSE***

This form is to be used to request all changes to an existing course. All such changes require a curriculum impact review to determine whether the changes may affect other programs. Before submitting proposals to the CCC, send the first page of the proposal to the Registrar's Office for this review. Any other program affected by the proposal must be consulted before the proposal is submitted to the CCC (see "Undergraduate Consultation Procedure").

Item on Proposal

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Type of Action

Check each appropriate type of action; more than one type of action may be checked.

For a COURSE REVISION, attach a copy of the former syllabus and a copy of the new syllabus with an updated bibliography.

For a DESCRIPTION CHANGE, if the change is editorial only and does not reflect a substantive change of course content, use Form #5 for administrative approval of the change. If the change reflects a change in course content, include a COURSE REVISION.

A CREDIT CHANGE must include a course revision that justifies the change in credit.

For a REPEATABILITY CHANGE, indicate how many times the course may be taken for credit and the total number of course credits that may be counted toward the major and toward the degree.

For the DIVERSITY OPTION, the proposal should be routed to the Diversity Committee after approval by the CCC but before submission to the UCC.

For the GENERAL EDUCATION OPTION, the proposal should be routed to the General Education Review Committee after approval by the CCC but before submission to the UCC. Indicate a specific General Education area in which the course is to count. The proposal should include a detailed statement of how the course relates to specific core courses and how it meets the stated goals of the General Education Program, in providing breadth. Courses should be broadly based rather than technical or narrowly focused.

Effective Term

Indicate the first academic term the new action is to be in effect.

Remember to take into consideration the time needed for approval/recording. The curriculum approval procedure matrix will indicate who needs to approve the proposal and/or receive and record it.

Course Number

If the change to the course includes a number change, list the new number first and the old number underneath. Otherwise, list the number on the "Current Course Number" line.

First enter the 3-digit prefix assigned to the academic unit and then enter the 3-digit course number.

- \* 100-299 = lower division courses
- \* 300-499 = upper division courses (may be dual-listed for graduate credit)
- \* 500-699 = graduate level dual-listed courses
- \* 700 = graduate level only courses

Contact the Registrar's Office to determine if the proposed course number is available for use. (A course number that was once assigned to a course and has since been deleted cannot be used for 10 years).

Procedures  
Form #4 (cont.)

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Course Title	If the changes to the course include a title change, list the new title first and the old title underneath. Otherwise, list the title on the "Current Course Title" line. Enter the official name of the course. The title is limited to 50 characters, including spaces.
15-Character Abbr.	Enter the abbreviated name for campus reporting. You are limited to 15 characters including spaces. This abbreviation should clearly identify the course and it may be edited for consistency by the Associate Vice Chancellor if needed.
25-Character Abbr.	This abbreviated title will appear on the student's transcripts. This title is limited to 25 characters including spaces. This abbreviation should clearly identify the course and it may be edited for consistency by the Associate Vice Chancellor if needed.
Sponsor(s)	Enter the name of the individual(s) writing the proposal.
Department(s)	Enter the name of the department(s) responsible for the course.
College(s)	Enter the name of the college(s) responsible for the course.
Is Course Required	Check the appropriate box(es) and specify the name of the program(s) in which the course is required. "Other" may include a module, a unique requirement for a program, a writing/computer requirement, etc.
Detailed explanation of Changes	This step is not necessary for course deletions. Describe, in full detail, all of the changes. Use the FROM/TO format. List the changes <i>from</i> and <i>to</i> "word for word", as it did and will appear in the Bulletin. Underline or bold the changes. Remember to differentiate between graduate and undergraduate levels if a dual-listed course.
Justification	Within the rationale, distinguish between the undergraduate and graduate levels if this is a dual-listed course. Include an explanation of the relationship of the proposed changes to your program assessment objectives and a budgetary impact statement if appropriate.



