



TO BE EFFECTIVE:	
Fall	200
Spring	200
Summer	200

COURSE CHANGE FORM

CURRENT INFORMATION	REQUESTED CHANGE(S)
Department/Course No. _____	1. Department/Course No. _____
Cross-Listed Dept./Course No. _____	2. Cross-Listed Dept./Course No. _____
Title _____	3. Title _____
Unit Value _____	4. Unit Value _____
Staffing Formula _____	5. Staffing Formula _____
Prerequisites _____	6. Prerequisites _____

7. OTHER CHANGES: Please refer to the Course Change Instructions.
- a) Change grade option to: Option A Option B Option C
 - b) Multiple enrollment for credit: Option A Option B Option C
 - c) Repeat for credit allowed. Specify number of times: ____
 - d) Change course description. See new description in #8 below.
 - e) Delete course from catalog.
 - f) Offer entire course on-line. Attach revised syllabus according to UPS 411.104 guidelines.
 - g) Offer one or more sections on-line. Attach revised syllabus according to UPS 411.104 guidelines.
 - h) Other. Please describe in #8 below.

8. PROVIDE REASON FOR EACH CHANGE indicated above and new course description if requested.

TITLE : 25 character and space limit. _____

9. APPROVALS	
Dept./Program Chair _____	Date _____
Cross-Listing Dept. Chair _____	Date _____
College Curr. Comm. Chair <u>Only if 7 f) or 7 g) is checked</u> _____	Date _____
Dean _____	Date _____
AVP Academic Programs _____	Date _____

White: Academic Programs

COURSE CHANGE FORM INSTRUCTIONS

Prepare only one copy of this online form. Please refer to item #9 below.

I. Provide all information requested in the **Current Course Information** section; i.e., Department and Course Number, Cross-listed Department and Course Number if applicable, current course title, number of units, current staffing formula and the current prerequisites.

II. Specify the change(s) being requested in Items 1 through 8 as follows:

Items 1 through 5. Self-explanatory. DO NOT repeat current information. This is for changes only.

Item 6. Indicate the new prerequisite addition or deletion.

Item 7a. A = Letter grade only
B = Letter grade or CR/NC
C = CR/NC only

Item 7b. A request to allow students to enroll in the same course more than once in the same semester.

A = Multiple enrollment permitted in the same section of the course. (The schedule numbers are the same.)
B = Multiple enrollment permitted in different sections of the same course. (The schedule numbers are different but the course abbreviation, number, suffix, and content code are the same.)
C = Multiple enrollment permitted in either situation A or B above.

Item 7c. A request to allow students to enroll in a course more than once in different semesters. Be sure to specify maximum number of times the course can be repeated for credit.

Item 7d. Course description changes – the change requested should appear in the space provided in Item 8.

Item 7e. Self-explanatory.

Item 7f. Requests that an on-site course be changed to on-line only. See guidelines in UPS 411.104

Item 7g. Requests that just one or more sections of a current course be on-line. See guidelines in UPS 411.104

Item 7h. Any other change requested should be specified and explained in the space provided in Item 8.

Item 8. Space to give rationale for the requested change and/or provide new course description.

Item 9. The appropriate department chair(s) signs and forwards one copy to the deans' office. The appropriate dean signs and forwards this copy to Academic Programs, MH-111. Copies of approved changes will be distributed to the department chair(s), the dean, and the scheduling coordinator.
NOTE: Substantial modifications may require review and approval by a college curriculum committee (dean's recommendation) or the University Curriculum or Graduate Education Committee (Associate Vice President's recommendation).