

Course Change, Deletion, or Reinstatement Form – Instructions

NOTE: *Three copies are needed of all attachments.*

Use New Course Proposal form to change the level of a course.

- 1. Department.** Enter the name and telephone number of department proposing the course.
- 2. Date of Submission.**
- 3. Approvals.** If proposed change is approved, sign and date in the space provided. Retain designated copy for your files and forward to the next reviewing authority. When all endorsements are completed, the change becomes official and constitutes authority to effect catalog and other changes.

You will be notified of approved changes in the curricular reports submitted by the Undergraduate Curriculum Committee reports to the Senate and minutes of the Graduate Council.

If a proposal is not approved at some stage, it should be returned to the originating department with a written explanation outlining the reason for denial and constructive suggestions for revision.

Requests to reinstate an undergraduate course requires the approval of the department chair and college dean only.
- 4. Type of Change.** Check type of change requested.
- 5. Deletion.** Enter course number, title and units of course to be deleted.
- 6. Changes.** Enter existing department abbreviation and catalog number (refer to CDPS Course File), course number, title and units. Enter proposed department abbreviation, course number, units and complete title.
- 7. Course Replacement.** If course is being deleted, what course(s), if any, will replace course to be deleted? If course appears in degree programs, a Change in Program form should be submitted to revise the program.
- 8. Variable Title Course.** Refers to courses for which title can vary from semester to semester or by section within a given semester.
- 9. Distance Education and Hybrid Course.** Refer to the Distance Education Policy in the Curriculum Guide.
- 10. General Education Courses.** If course is being proposed for General Education, refer to G.E. section of Curriculum Guide to determine appropriate section. Indicate if course is being proposed to satisfy cultural diversity.
- 11. Duplicate Enrollment.** Refers to courses that students can enroll in more than once.
- 12. Course** (Hours to meet, prerequisites and description).
 - A. If a course meets more than one hour per week per unit, you should so indicate, i.e., two lectures and three hours of laboratory.
 - B. State all prerequisites or concurrent courses.
 - C. State the course description you wish to appear in the university catalog. Using the format of the catalog, include the topics covered, experiences obtained or activities engaged in, and the principal objective of the course. Limit length to 40 words. Use sentence fragments. Omit "This course covers" and "A study of," etc.
- 13. Indicate When Course Offered.** Will course be offered on a regular basis? If not, indicate when it will be offered, i.e., every other fall, etc.
- 14. Grading.** Indicate if course is to be available for Cr/NC only or if letter grades will be given. Courses at the 500 level cannot be offered for credit/no credit only.
- 15. Computer Abbreviation.** Enter an abbreviated title of 25 characters including spaces. DO NOT abbreviate more than necessary.
- 16. Mode of Instruction.** Indicate number of units allocated to each mode of instruction, i.e., lecture, laboratory, activity. You should also list the appropriate staffing formula for each type of instruction. The "faculty staffing formula" designates a C number to describe the way a course is being taught and an S number for supervision assignments. Please *designate the C/S number for every course in which you are changing the mode of instruction.* This is essential for processing course revisions and will avoid delay. Refer to the "Course Classification System" in the Curriculum Guide for a definition and listing of C/S numbers.
- 17. Enrollment Estimates and Offering Frequency.** Give estimate of enrollment for course per semester and indicate how often course will be offered, i.e., every semester, once a year, every other year, etc.
- 18. Justification.** Explain in detail the following:
 - A. Need for course revision. If the request is to reinstate a deleted undergraduate course, justification is needed.
 - B. Justify level of course as to lower division (100-299); upper division intended primarily for undergraduates (300-499); upper division also available for advanced degrees (500-599); graduate level (600-999). Departments planning to submit requests for new courses at the 500 level or requests to change the level of a course to 500 should be aware of the current policy of the Graduate Council Curriculum Committee in regard to these courses, as follows.

For academic units that do not offer a master's degree, written statements from the departments whose graduate students will use the courses in question should be attached to the curricular proposals. Included should be an indication of how the course will contribute to the students' graduate program, the number of graduate students likely to be involved, requirements for special handling of graduate students and similar uses.

For academic units that do offer a master's degree, information concerning how the course or courses under consideration will provide a graduate experience for graduate students should be included in the curricular proposal. For example, what does the department view as the role of the course on a master's degree program? Will graduate students enrolled in the course be identified and required to conduct themselves in a manner somewhat different from undergraduates?
 - C. Justify Cr/NC only, if requested.
 - D. You should indicate if course is being revised in response to academic review or accreditation recommendations. If so, direct reference should be made to the recommending document.
- 19. General Education.** If course is being proposed for G.E., indicate which area (i.e., Life Sciences, etc.). Refer to the "General Education" section of the current Curriculum Guide and attach answers to the appropriate criteria questions listed on the reverse side of this sheet to the course change form.