

Undergraduate Minor Course Revision

Use this form for changes in course title, restrictions, description and other minor revisions (see reverse). If changing the number of credits or level of the course or making other substantial revisions, please complete the *Undergraduate Major Course Revision* form.

CURRENT INFORMATION

SCHOOL/COLLEGE: Business Liberal Arts and Sciences
 Education Science & Engineering
 Fine & Performing Arts

For Provost's Office Use
Effective Term: _____

DEPARTMENT: _____ COURSE NUMBER: _____

COURSE TITLE: _____

COURSE DESCRIPTION: Please enter **current** course description below.

PREREQUISITES (coursework and/or grades required before registration is permitted): _____

RESTRICTIONS (specific majors, minors, classes, etc. to be included or excluded): _____

PROPOSER'S NAME (print): _____ Signature: _____

PROPOSED COURSE REVISIONS

Please indicate the proposed change(s) below and attach justification for each.

FREEZE COURSE RE-ACTIVATE FROZEN or OTHER INACTIVE COURSE last taught 4-8 years ago

Change COURSE NUMBER to: _____ (change must be within level or within upper/lower division)

Change COURSE TITLE to: _____

Abbreviated Title (24 characters or less including spaces): _____

Change PREREQUISITES to: _____

If course and prerequisites are in different departments, please submit a Major Course Revision form.

RESTRICTIONS: These manage registration by including or excluding specific majors, minors, student levels, or classes.

Include (allow) the following majors, minors, student levels or class types to register:

Exclude (prohibit) the following majors, minors, student levels or class types from registering:

Change COURSE DESCRIPTION to: Please enter new description (**approx. 35 words**) below or on a separate sheet.

CONSULTATION

Is the course cross-listed? Yes No *If yes, in what department(s)?* _____

Please have department chair(s) sign and date below to confirm that they are aware of the proposed course revision(s).

Dept. Chair: _____ Date: _____

Dept. Chair: _____ Date: _____

Is this course required for any programs leading to teacher certification? Yes No

If yes, which one(s): Early Childhood/Childhood Ed. (Elementary Ed. Department): _____

Adolescence Education (Secondary Ed. Department): _____

Please have the dept. chair(s) and Dean sign and date below to confirm that they are aware of the proposed revision(s).

Chair, Elementary Education: _____ Date: _____

Chair, Secondary Education: _____ Date: _____

Dean, School of Education: _____ Date: _____

Chair, Originating Department: _____ Date: _____
Signature

Presiding Officer, School/College Governing Body: _____ Date: _____
Signature

Academic Dean: _____ Date: _____
Signature

Chair, Curriculum Committee: _____ Date: _____
Signature

Provost/Vice President, Academic Affairs: _____ Date: _____
Signature

Course Recording:

Records & Registration (signature): _____ Revision entered (date): _____

Guide to Course Revisions

Please use the guidelines below to determine whether your proposal should be submitted as a **Minor Course Revision** or as a **Major Course Revision**.

Type of Change	Minor Revision Submit a Minor Course Revision Form.	Major Revision Submit a Major Course Revision Form <u>and</u> a new course syllabus.
Course title	✓	
Course number: Change within level or within lower/upper division	✓ (e.g., xxx201→xxx215; xxx301→xxx401)	
Course number: Change from one division to another		✓ (e.g., xxx201→xxx301; xxx301→xxx201)
Credit hours (e.g., change from 3 credits to 4)		✓
Course description change, <u>unless</u> related to a substantial change in the nature of course content	✓	
Course description change, if related to a <u>substantial change</u> in the nature of course content (i.e., 30-40% of the content)		✓
Course restrictions – i.e., change in how registration is managed by including or excluding specific majors, minors, student levels (UG/GR), or classes (junior/senior)	✓	
Prerequisites: Undergraduate	✓ (if course and prerequisites are in the <u>same</u> department)	✓ (if course and prerequisites are in <u>different</u> departments)
Prerequisites: Graduate	✓	
Re-activating “frozen” or inactive courses (Note: A course may be brought back at will if last taught within the past 4 years.)	✓ (if the course was last taught 4-8 years ago)	✓ (if the course was last taught 8 or more years ago)
General Education category (Undergraduate)		✓