Administrative Course Modifications—All CPS and GRAD

Administrative course modifications refer to the list of **Catalog data** at the beginning of the form. Substantive content changes use a separate form and approval process. NOTE: If you are **proposing** *both* types of changes, **combine them in a single <u>Substantive Modification</u> proposal form.**

Pre-existing information about the course should *first be imported* from the catalog before modifications are made. See the Curriculog form or Canvas training course for detailed instructions on importing catalog data.

Field Name	Field Description/Help Text
Division	Division that "owns" the course.
Prefix	Subject code for the course.
Course Number	Three-digit number for the course.
Course Title	The full name of the course.
Transcript Title	The short version of the title. Max characters = 29
Summary List of Changes	Provide a point-by-point **list** of proposed changes so that reader attention is directed to the relevant fields in the proposal.
Credits	Number of credits students will earn from completing the course.
Faculty Load	Number of credits for faculty load, which may be different from the number of course credits (labs, internships, capstone, etc.)
Course Type	Categorize course as elective or required in the program, general elective, or as part of the general education Core.
Catalog Description	Follow the Course Description Guide for writing a course description. Use student-centered language; 50-80 words.
Prerequisites	The requirements that students must meet in order to enroll in the course. Indicate "none" if there are no prerequisites.
Effective Semester	Year and term (spring, summer, fall) when changes will go into effect.
Semester(s) Offered	Choose from menu – Fall, Spring, Summer
Rationale	Describe the basis and context for the proposal to help the reader understand how this curriculum supports improved outcomes for students.
Impact to Other Programs	After running an impact report, describe how changes will affect other programs (e.g. prerequisites, opportunity for elective, etc.). If no impact, type "none."
Cross listed course code (if applicable)	XYZ-789

COURSE MODIFICATION – ALL CPS & GRAD ADMINISTRATIVE

ORIGINATOR

CURRICULOG LAUNCH

COLLABORATIVE DEVELOPMENT (7-day limit)

Division Dean
Originator
Registrar

FYI TO:
Curriculum Committee
Faculty Senate

Name, description, cross listing

DIVISION VOTE

Credits, prerequisites, code, P/F change

CURRICULUM COMMITTEE VOTE

FACULTY SENATE VOTE

ADMIN REVIEW

FYI TO:
CC Chair
Division Dean
Originator
Registrar