

Minor Course Revision Form

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

SCHOOL: Business, Liberal Arts & Sciences Agriculture and Natural Resources
DEPARTMENT: _____ **COURSE #:** _____

Current Catalogue Description: Please enter the **current** catalogue 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:** _____

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

Change Catalogue Description to: Please enter the new description below. Use an additional sheet if necessary.

- Change Course Number to:** _____ (change must be within level or within upper/lower division)
- Change Course Title to:** _____ (30 characters or less including spaces)
- Change Prerequisites to:** _____

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

- Deactivate Course** **Reactivate an Inactive Course**

C
U
R
R
E
N
T

I
N
F
O
R
M
A
T
I
O
N

P
R
O
P
O
S
E
D

C
O
U
R
S
E

R
E
V
I
S
I
O
N
S

Minor Course Revision Form

Is the course cross-listed? Yes No If so, with which departments?

C
O
N
S
U
L
T
A
T
I
O
N

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

Dept. Chair _____ Date _____
Signature

Dept. Chair _____ Date _____
Signature

Please have your Library and your Technology Liaison indicate whether additional support is required and sign and date below to confirm that they are aware of the proposed revision(s). Refer to the link to find your Library Liaison

Additional Library Resources Needed? Yes No

Library Liaison: _____ Date: _____
Signature

Additional Technology Resources Needed? Yes No

Director of ITS _____ Date _____
Signature

A
P
P
R
O
V
A
L
S

Chair, Originating Department: _____ Date: _____
Signature

Academic Dean: _____ Date: _____
Signature

Registrar: _____ Date: _____
Signature

Chair, Curriculum Committee: _____ Date _____
Signature

Provost: _____ Date _____
Signature

For Provost's Office Use:

Effective Term: _____

Course Recording:

Records & Registration: _____ Revision entered (date) _____

Minor Course Revision Form

Rationale: Please include the rationale for your proposed changes. Include any information that you feel will assist the Curriculum Committee in making their decision.

Appendix

Type of Change	Minor Revision Submit a Minor Course Revision Form <u>and</u> rationale.	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/Contact hours (e.g., change from 3 credits to 4 or 3 to 4 contact hours)		✓
Course description change, unless if related to a substantial change in the nature of course content	✓	
Course description change, if related to a substantial change in the nature of course content (i.e. 30 - 40% of the content)		✓
Change of Delivery (i.e., Lecture to Hybrid or Online or vice versa)		✓
Course Restrictions – (i.e., change in how registration is managed by including or excluding specific majors, minors, student levels (LD/UD), or classes (junior/senior))		✓
Prerequisites	✓ (if course and prerequisites are in the same department)	✓ (if course and prerequisites are in <u>different</u> departments)
Activating or De-activating approved courses	✓	
General Education category		✓
Liberal Arts and Sciences category		✓