

Request for Major Course Revision

- Reactivation with new instructor
- Course number change
- Catalog title _____
- Change in number of credits
- General education changes
- Catalog description change
- Distance learning course
- Prerequisite and corequisite changes
- Changes to enrollment restrictions

A supplemental sheet is required for major revision, change in number of credits, general education courses, and reactivation with new instructors. Distance learning courses require an additional supplemental form. See page 3 for additional instructions.

Sponsoring agency _____ Course # _____ Effective Year/Term _____

Catalog title _____

AIS title (19 characters) _____

- 5 credits
- Less than 5 credits (number) _____
- No credits
- Change in credits from _____ to _____

Catalog description (limit: 40 words)

- Satisfies American history and institutions requirement
- May be repeated for credit
- General education codes** (choose only one):
- CC cross-cultural analysis
- ER ethnicity and race
- IM interpreting arts and media
- MF mathematical and formal reasoning
- SI scientific inquiry
- SR statistical reasoning
- TA textual analysis and interpretation
- Perspectives: PE-E environmental awareness
- Perspectives: PE-H human behavior
- Perspectives: PE-T technology and society
- Practice: PR-E collaborative endeavor
- Practice: PR-C creative process
- Practice: PR-S service learning
- C1 composition
- C2 composition

Prerequisites:

Current approved prerequisite(s): _____

Revised prerequisite(s): _____

Reason for change: _____

Note: changes to prerequisites sponsored by other departments need departmental approval.

Concurrent enrollment (corequisite courses):

Current approved corequisite(s): _____

Revised corequisite(s): _____

Reason for change: _____

Note: changes to corequisites sponsored by other departments need departmental approval.

Enrollment restriction(s):

Code I, Interview only _____
Indicate enrollment criteria for courses requiring interview (exams, auditions, portfolio review, etc.)

Majors (provide all major codes): _____

Frosh Sophomore Junior Senior College Member Graduate students

If making a change to enrollment restrictions, fill in the current restrictions below:

Current approved restriction(s): _____

Revised restriction(s): _____

Reason for change: _____

Enrollment is Unlimited Limited Limit number: _____ Reason: _____

Limited enrollments are for pedagogical reasons and will be noted in the catalog course description. Enrollment limits for specific offerings of a class are set at the schedule level and should not be marked as limited on this course approval form.

A final examination is is not required for this course.

Primary activity code _____ TIE category _____
(LEC, SEM, LAB, STU, IND, FLD, FLI, STI) 1-18

Responsible instructor		
Additional instructor(s)		Teaching appointment title

Submitting this form through the [Online Curriculum Approval \(OCA\)](#) and advancing it to the next level confirms the following electronic approvals:

Chair/Provost/Dean of sponsoring agency

Divisional Dean

Committee on Educational Policy or Graduate Council

Major Course Revision Process

Check one or more boxes at the top of the form (all that apply). A major revision includes changing the prerequisites for a course, changes in enrollment restrictions, reactivation of a course with new course materials or a new instructor, changes in credits, and changes which affect the general education component of the course. For crosslisted courses, use the Request Approval of a Crosslisted Course form. Use the Request for Course Revision form for minor revisions, such as reactivation with the same instructor, title changes, or minor changes to content.

Note: to be published, course forms must be submitted with complete information by the deadlines issued by the Office of the Registrar. Unapproved courses are not permitted and cannot be offered.

Overview of Course Approval Process

- (1) Instructor or department initiates course.
- (2) Instructor or department attaches a completed supplemental sheet for new courses, major revisions, courses changing from one to two quarters, courses changing from lower to upper division (or vice versa) or to the graduate level, changes in number of credits. Separate supplemental forms are required for undergraduate and graduate courses. Disciplinary Communications (DC) courses require a completed Disciplinary Communications Statement Form.
- (3) Department chair reviews and signs form (provost for colleges, dean for division courses). Department keeps copy of form and photocopy of supplemental sheet.
- (4) Department forwards form to the appropriate division before the deadline set by the Committee on Educational Policy (CEP) and the Graduate Council. Colleges send form to the Dean of Undergraduate Education's Office. For Summer Session-only courses, department forwards form to the Summer Session Office.
- (5) Division dean checks completeness of form and whether adequate resources are available.
- (6) Dean signs form and forwards to the publication editors, Office of the Registrar.
- (7) Publications editors submit form to CEP or Graduate Council for review and approval.
- (8) Publication editors enter approved courses in database and maintain original records.
- (9) Course description is printed in the *General Catalog* or in the subsequent publications update in the *Schedule of Classes*.
- (10) Student-directed seminars also require a student-directed seminar supplemental sheet, a letter from the faculty sponsor describing his or her involvement in the course, and copies of transcript of the apprentice teacher.

Prerequisites

Only UCSC course prerequisites are checked by the enrollment system. Courses designated "Interview only" are those in which contact with the instructor is necessary for interviews, exams, auditions, portfolio reviews, etc. Interview only courses require permission numbers. Please use the space provided to explain the criteria—interview, audition, etc.; this information will print in the course description. Restrictions and prerequisites can be added to the text of interview only courses but cannot be enforced by the enrollment system.

Enrollment Restrictions

If you fill in any of these spaces, the enrollment system will automatically restrict the course to people who match the category. If, instead, you only mean to indicate enrollment recommendations to students who might be interested in the class, you may add such recommendations to the course description; this is informational only and will not be enforced by the enrollment system.

General Education Codes

CC Cross-Cultural Analysis
ER Ethnicity and Race
IM Interpreting Arts and Media
MF Mathematical and Formal Reasoning
SI Scientific Inquiry
SR Statistical Reasoning
TA Textual Analysis and Interpretation
DC Disciplinary Communication
C1/C2 Composition

Perspectives

PE-E Environmental Awareness
PE-H Human Behavior
PE-T Technology and Society

Practice

PR-E Collaborative Endeavor
PR-C Creative Process
PR-S Service Learning

Activity Codes

These codes appear in the *Schedule of Classes* for student information.

Primary Codes

FLD Field Study
FLI Independent Field Study
LAB Primary Laboratory
LBI Laboratory Independent Study
LEC Lecture
SEM Seminar
STI Studio Independent Study
STU Studio
IND Independent Study

Secondary Codes

FLS Secondary Field Study
LBS Secondary Laboratory
DIS Secondary Discussion Section
STS Secondary Studio

TIE Categories

Faculty Instructional Activity Types Code Table

01 Conference E
02 Fieldwork—Research I
03 Fieldwork—Skills/Techniques T
04 Individualized Instruction E
05 Internship I
06 Laboratory—Research I
07 Laboratory—Skills/Techniques T
08 Lecture T
09 Lecture plus Supplementary Activity T
11 Practicum I
12 Practicum—Teaching I
13 Project I
14 Seminar—Research/Creative Development I
15 Seminar—Topical T
16 Studio—Production/Creative Development I
17 Studio—Technique T
18 Tutorial I