

Request for Minor Course Revision

A change in the following course is requested; course to be offered next _____ quarter, _____

Sponsoring agency _____ Course # _____ Current catalog title _____

Reason for any change listed below: _____

Change requested:

Suspension

Cancellation

Reactivation with same instructor

Number change Former number: _____ New number: _____

Number changes between lower-division and upper-division and between undergraduate and graduate are considered major revisions and may not be submitted on this form.

Title change Former title: _____ New title: _____

Minor change in catalog description (A major change must be submitted on a course approval form, with revised supplemental information):

Current description:

Revised description:

Add "May be repeated for credit"

Change in enrollment limitation Change to: unlimited limited to: _____

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.

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

Request for Course Revision Instructions

Minor course changes must be submitted with complete information by the deadlines issued by the Office of the Registrar in order to be published in the General Catalog or in the subsequent *Schedule of Classes*.

Overview

- (1) Course sponsoring agency or instructor initiates course revision.
 - (2) Instructor or department fills out this form.
 - (3) Department chair signs form (provost for colleges, dean for division courses).
 - (4) Divisional dean reviews and signs form, and forwards form to the publications editors, Office of the Registrar.
 - (5) Publications editors submit form to CEP or Graduate Council for review and signature.
 - (6) Publications editors enter approved courses in database and maintain original records.
- Course description is printed in the *General Catalog* or in the subsequent *Schedule of Classes*.

Reminder

This is the wrong form if you are:

- proposing a new course,
- making a major revision to an existing course,
- reactivating a course with new course materials and/or a new instructor,
- changing the number of credits,
- creating a distance learning course,
- changing a course prerequisite,
- changing enrollment restrictions,
- changing General Education conditions for a course,
- changing from lower division to upper division (or *vice versa*) or to the graduate level.

For all of these actions, use the Request for New Course Approval or Request for Major Course Revision form.