|  |  |
| --- | --- |
| **ORIGINATOR’S SECTION:** |  |
| **1. College:****[ ]  CHABSS** **[ ]  CoBA****[ ]  CoEHHS [ ]  CSM**  | **Desired Term and Year of Implementation (e.g., Fall 2008):**      |  |
| **2. Current Course abbreviation and Number:**  |

**TYPE OF CHANGE(S). Check √ all that apply.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Number Change** | **[ ]**  | **Delete Prerequisite** | **[ ]**  | **Other Prerequisite Change** | **[ ]**  |
| **Course Title Change** | **[ ]**  | **Add Corequisite** | **[ ]**  | **Grading Method Change** | **[ ]**  |
| **Unit Value Change** | **[ ]**  | **Delete Corequisite** | **[ ]**  | **Mode of Instruction Change (C/S Number)** | **[ ]**  |
| **Description Change** | **[ ]**  | **Add Consent for Enrollment** | **[ ]**  | **Consider for G.E.**  If yes, also fill out appropriate GE form. | **[ ]**  |
| **Add Prerequisite** | **[ ]**  | **Delete Consent for Enrollment** | **[ ]**  | **Cross-list** | **[ ]**  |

**Information in this section– both current and new – is required only for items checked (√) above.**

 **NEW INFORMATION:**

|  |  |
| --- | --- |
| **CURRENT INFORMATION:** | **Course abbreviation and Number:** |
| **3. Title:**  | **Title: *(Titles using jargon, slang, copyrighted names, trade names, or any non-essential punctuation may not be used.)*** |
| **4. Abbreviated Title for Banner*(no more than 25 characters):*** | **Abbreviated Title for PeopleSoft:*(no more than 25 characters, including spaces)*** |
| **5. Number of Units:** | **Number of Units:** |
| **6. Catalog Description:** | **Catalog Description: *(Not to exceed 80 words; language should conform to catalog copy. Please consult the catalog for models of style and format; include all necessary information regarding consent for enrollment, pre- and/or corequisites, repeated enrollment, crosslisting, as detailed below. Such information does not count toward the 80-word limit.)*** |
| **7. Mode of Instruction\* (*See pages 17-23 at http://www.calstate.edu/cim/data-elem-dic/APDB-Transaction-DED-SectionV.pdf*** *for definitions of the Course Classification Numbers)*

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| **Type of Instruction** | **Number of Credit Units** | **Instructional Mode (Course Classification Number)** |  | **Type of Instruction** | **Number of Credit Units** | **Instructional Mode (Course Classification Number)** |
| **Lecture** |  |  |  | **Lecture** |  |  |
| **Activity** |  |  |  | **Activity** |  |  |
| **Lab** |  |  |  | **Lab** |  |  |

 |
| **8. Grading Method:\*** [ ]  Normal (N)*(Allows Letter Grade +/-, and Credit/No Credit)*[ ]  Normal Plus Report-in-Progress (NP)*(Allows Letter Grade +/-, Credit/No Credit, and Report-in-Progress)*[ ]  Credit/No Credit Only (C)[ ]  Credit/No Credit or Report-in-Progress Only (CP)) | **Grading Method:\***[ ]  Normal (N)*(Allows Letter Grade +/-, and Credit/No Credit)*[ ]  Normal Plus Report-in-Progress (NP)*(Allows Letter Grade +/-, Credit/No Credit, and Report-in-Progress)*[ ]  Credit/No Credit Only (C)[ ]  Credit/No Credit or Report-in-Progress Only (CP)) |
|  9. If the NP or CP grading system was selected, please explain the need for this grade option.      |
| **10. Course Requires Consent for Enrollment?** [ ]  Yes [ ]  No[ ]  Faculty [ ]  Credential Analyst [ ]  Dean[ ]  Program/Department/Director/Chair | **Course Requires Consent for Enrollment?** [ ]  Yes [ ]  No[ ]  Faculty [ ]  Credential Analyst [ ]  Dean[ ]  Program/Department/Director/Chair |
| **11. Course Can be Taken for Credit More than Once?** **[ ]** Yes [ ]  No If yes, how many times (including first offering)       | **Course Can be Taken for Credit More than Once? [ ]** Yes [ ]  No If yes, how many times (including first offering)       |
| **12. Is Course Cross Listed:** **[ ]** Yes [ ]  No If yes, indicate which course        | **Is Course Cross-listed? [ ]** Yes [ ]  No If yes, indicate which course      and check “yes” in item #17 below. |
| **13. Prerequisite(s):**       | **Prerequisite(s):**       |
| **14. Corequisite(s):**       | **Corequisite(s):**       |
| **15. Documentation attached:** [ ]  Syllabus [ ]  Detailed Course Outline  |
|  |
| **PROGRAM DIRECTOR/CHAIR - COLLEGE CURRICULUM COMMITTEE SECTION:*****(Mandatory information – all items in this section must be completed.)*** |
| **16. Does this course fulfill a requirement for any major (i.e. core course or elective** **for a major, majors in other departments, minors in other departments?** **[ ]  Yes** **[ ]  No****If yes, please specify:**       |
| **17. Does this course change impact other discipline(s)? (*If there is any uncertainty as to whether a particular discipline is affected, check “yes” and obtain signature****.)* Check “yes” if the course is cross-listed. **[ ]  Yes [ ]  No**If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.     Discipline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_Support \_\_\_\_\_\_Oppose Signature Date        Discipline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_Support \_\_\_\_\_\_Oppose Signature Date |
| **18. Reason(s) for changing this course:**       |

**SIGNATURES : (COLLEGE LEVEL) : (UNIVERSITY LEVEL)**

1. Originator (Please Print) Date 5. UCC Committee Chair Date

2. Program Director/Chair Date 6. Vice President for Academic Affairs (or Designee) Date

3. College Curriculum Committee Date 7. President (or Designee) Date

4. College Dean (or Designee) Date