**Form B – Course Revisions\***

Course **Change** Routing Sheet

(This form is used for making changes to specific courses, *not* programmatic changes.)

\* Expedited Form B for simple changes is allowed in the following cases only. Simple changes are limited to: a) change in course number, b) title change, c) units (credits) changes for a course only d) simple description change that does not change course content, or e) prerequisite changes related to a major in a **single** department. In these cases, the form may flow from the department chair to the Provost and Vice Chancellor without other levels of approval. All other Form B revisions must pass through the college and dean levels.

**Department Name:**

**Your Name, Email, and/or Phone Number:**

**Requested Course Title and Catalog Number for update:**  
**Effective Term/Year:**

**Check boxes below for each update requested:**

**Check the boxes down the left hand side for ONLY the parts of your course that you are changing. It is important to clearly state what you are changing from and what you are changing to.**

**Course Title:** Current: New:

**Catalog Number:** Current: New:

(Consult Registrar’s Office x0933)

**Course Description:** Current: New:

**Prerequisites:** Current: New:

If prerequisites involve a course from another department, please ask department chair to sign off on this form.

There are spaces in the Approvals and Distribution table on the final page of this form for additional signatures from chairs of affected departments.

**Units (Credits):** Current: New:

Variable Credit: No Yes; If yes, variable from: credits to credits

Repeatable for Credit: No Yes; If yes, maximum total units:

Repeatable within same semester: Yes No

Repeatable for Credit is for a course that may be taken several times under different titles or under the same title for cumulative credit. “Repeatable for Credit” as listed here does NOT refer to allowing students to repeat a course in order to improve a grade.

**Grading Basis:** Letter Grade Pass/Fail

**Dual Level Listing (UGRD/GRAD):** If updating, describe here:

Dual Level Listed courses have two numbers, i.e. 300/500, and can be either undergrad or graduate level. The course syllabus must define different requirements for the two levels.

**Cross Listing:** If yes, explain here: (seek approval from other department(s) on signature page)

If removing cross listing, explain here:

Cross-listed courses have identical course numbers, descriptions, prerequisites, and titles but are offered by different departments. Students may only receive credit for one of the courses. Cross-listed courses require both/all department chair signatures on the final page of this form.

**Course Deletion:** Explain here:

**Course Component(s):** Check all that apply:  
If more than one component is checked, each must be input when scheduling the course. (Note: This is how the course is built and displayed on Titan Web.)

Lecture An instructional method in which the instructor presents data and little discussion occurs. (Note: Most “lecture” components include some general discussion. “Discussion” should only be checked if this is separate from the “lecture” component.)

Laboratory/Studio Independent activity by a student with a group under faculty supervision in a room with

special equipment.

Discussion Attention of all members to one activity but group interaction occurs frequently. Include

class hours here.

Field Experience Instruction generally occurs in a non-classroom setting. Sections are determined by the span of supervision of a particular faculty member rather than the meeting time and place. Examples include Student Teaching, Internship, Clinical Experience, and Field Work (where that represents the total contact of the course).

Independent/Individual Inst. All course sections with an enrollment of one student. Independent Study, Thesis, Comprehensive Exam, and music lessons.

Seminar/Colloquia A group of advanced students at the undergraduate or graduate level studying with a faculty member (or, in the case of colloquia, under the leadership of several faculty members)

“Hours per week” and “Total # of Hours” refer to **contact hours**. Contact hours typically refer to time in which the instructor and student are interacting. For nontraditional course formats (e.g., distance learning, hybrid classes, field experience, clinical practice, student teaching), the syllabus should specify required activities that will count as contact hours.

# If the new course is for inclusion in the University Studies Program, complete the USP APPROVAL FORM in addition to this form.

**University Studies Program** (USP) form is attached   
**Global Citizenship** (Applies to 100/200 level courses only in USP)   
**Global Scholar** (Applies to 300/400 level courses only)

If the course is changing to meet any of the requirements for the USP program, the appropriate USP Form needs to be filled out and sent along with the Form B. Contact the Director of the USP Program for assistance or with questions.

**Other Notes or Additional Change(s):**

**Rationale:**   
Every proposal to change any aspect of a course must include a rationale for why the change is necessary or beneficial.

**Course Syllabus:** Attach as a separate file:

**Are New Resources Required**? No Yes; Explain:

**Course content related to other curricula:**

# Registrar: Date:

**Additional review sign-off:**

**(Including USP, Global Scholars, Honors, etc)**

**Date:**

**Approvals and Distribution**: Print your name; sign your name, date, check only if you want a copy of the approved Form A. Be sure to indicate in the last line any other people who should receive the approved copy.

In the following chart, enter names and obtain signatures as indicated. Use the “originator” line for the person who completed the form and the last line “other recipients” to list names of those who will need a copy of the final curriculum form (for example, the Academic Department Associate, Program Assistant, or the University Services Associate).

Chair and Dean signatures signify the existence of qualified instructional staff, adequate student demand & facilities, and appropriate equipment & materials. Signatures also signify that the chair or originator of the proposal has communicated with other affected units.

Changes to course numbers, titles, and descriptions when course content does not change, but the new description better describes existing content, may be approved by department chairs and sent directly to the Provost and Vice Chancellor’s office. If you are uncertain which signatures are required for college approval, contact staff in your Dean’s office.

For any other questions, please call the Provost’s Office at 424-1410.

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| --- | --- | --- | --- |
| Position | Print Name | Sign Name | Date |
| Originator  (if other than Dept Chair & must be faculty member) |  |  |  |
| Department Chair #1 |  |  |  |
| Department Chair #2 (Applicable for cross listing  approval) |  |  |  |
| Department Chair #3 (Applicable for cross listing  approval) |  |  |  |
| Division Chair |  |  |  |
| Curriculum Committee Chair |  |  |  |
| Dean/College |  |  |  |
| Grad Studies (if applicable) |  |  |  |
| USP Chair  (if applicable) |  |  |  |
| Provost & Vice Chancellor |  |  |  |
| Additional Recipient(s) | (Print name) | (Print Email Address) |  |

***Revised: April 2020***