

Submit original with signatures to Registrar's Office
Send informational copy to the Governance Office

CHANGE COURSE (MINOR)

MINOR CHANGES INCLUDE ONLY THE FOLLOWING:

1. Frequency in offering.
2. Minor editorial changes in title and/or course description.
3. Jointly approved proposals for cross-listing current courses. (Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)
(Stacked 400/600 level course requests are not considered as Minor changes.)
4. Change in course number that does not involve a change in lower/upper division status.
5. Internal departmental changes in course prerequisites not affecting courses (or degree programs) offered by other departments.

If changes cannot be considered "Minor" (as defined above), use FORMAT 2 - CHANGE COURSE (MAJOR) and DROP COURSE.

Catalog change deadlines established by the Faculty Senate are to be observed and the proper forms are to be used. Send Minor Change requests directly to the Registrar's Office after Dean approval. (Please send informational copy to the Governance Office.

SUBMITTED BY:

Department		College/School	
Prepared by		Phone	
Email Contact		Faculty Contact	

See <http://www.uaf.edu/uafgov/faculty/cd/cdman.html> for a complete description of the rules governing curriculum & course changes.

1. COURSE IDENTIFICATION:

Dept		Course #		No. of Credits	
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COURSE TITLE

2. ACTION DESIRED: Indicate what changes:

NUMBER		TITLE		DESCRIPTION	
PREREQUISITES		FREQUENCY OF OFFERING			
CROSS-LISTED		Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	

3. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits

4. COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

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5. IS THIS COURSE CURRENTLY CROSS-LISTED?

YES/NO		If Yes, DEPT		NUMBER	
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(Requires written notification of each department and dean involved. Attach a copy of written notification.)

6. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

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7. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

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JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a prerequisite, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

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APPROVALS:

	Date	
Signature, Chair, Program:		

	Date	
Signature, Division Head of:		

	Date	
Signature, Chair, College/School Curriculum Council of:		

	Date	
Signature, Director: (if applicable)		

	Date	
Signature, Dean, College/School of:		

	Date	
Signature, Provost: (if applicable)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE

Date

Received Registrar's Office