

# UNDERGRADUATE COURSE CHANGE REQUEST

Forward original and 6 copies to:  
Dean of Undergraduate Studies, TA 54

Department/Program \_\_\_\_\_

M/S \_\_\_\_\_

College/School \_\_\_\_\_

Date \_\_\_\_\_

**COMPLETE ALL SECTIONS. Incomplete forms will be returned.**

**A. Request:** (Please check)

DELETION  G.E. COURSE  REVISION

REACTIVATION  Last appeared in  
General Catalog: \_\_\_\_\_

Subject  Prerequisites   
Catalog #  Description   
Title  Course   
Units  Classification

**E. PeopleSoft Short Title** (16 spaces):

\_\_\_\_\_

**F. Method of Grading Basis:** \_\_\_\_\_

(Letter Only, CR/NC Only, Approved for SP, Mixed)

**B. Course information for publication in the General Catalog. Complete the appropriate items:**

Proposed: \_\_\_\_\_  
Subject Catalog Long Course Title Units/Max Total

Existing: \_\_\_\_\_  
Subject Catalog Long Course Title Units/Max Total

**For Office Use Only** Period Ending: \_\_\_\_\_ Last Offered: \_\_\_\_\_ Course ID # \_\_\_\_\_

**G. Course Classification (C/S#)**

**H. Fees:**

Courses indicating new or revised course fees will receive final approval upon receipt of an **APPROVED Request for Course Related Miscellaneous Fee** form.

**C. Proposed Catalog Description:** Limit course description to **40 words**. Please note changes by underscoring new copy and striking through copy that's to be deleted. Include prerequisites, limitations, lecture/lab hours. Indicate former catalog number, e.g., (Formerly Biol 105) or "Not open to ..." statement if appropriate.

**I. Clearances:**

**Obtain clearance signatures** from potentially affected departments.

**D. Justification - Please attach.**

Is this course *cross-listed* with another course?  No  Yes Which Course? \_\_\_\_\_

Which course is the Head or Home Course? \_\_\_\_\_

**Curriculum Committees Recommendations:**

Approval  Disapproval  Approval  Disapproval

COLLEGE/SCHOOL CURRICULUM COMMITTEE DATE UNIVERSITY CURRICULUM SUBCOMMITTEE DATE

**APPROVAL SIGNATURES:**

DEPARTMENT CHAIR DATE

COLLEGE/SCHOOL DEAN DATE

Dean of Undergraduate Studies DATE

Academic Affairs

Effective Date \_\_\_\_\_

**NOTE: YOU MUST INCLUDE THESE CHANGES ON YOUR CATALOG MOCK-UPS FOR THE CATALOG COPY TO BE UPDATED.**