

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.

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 Academic Affairs DATE

Effective Date _____

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