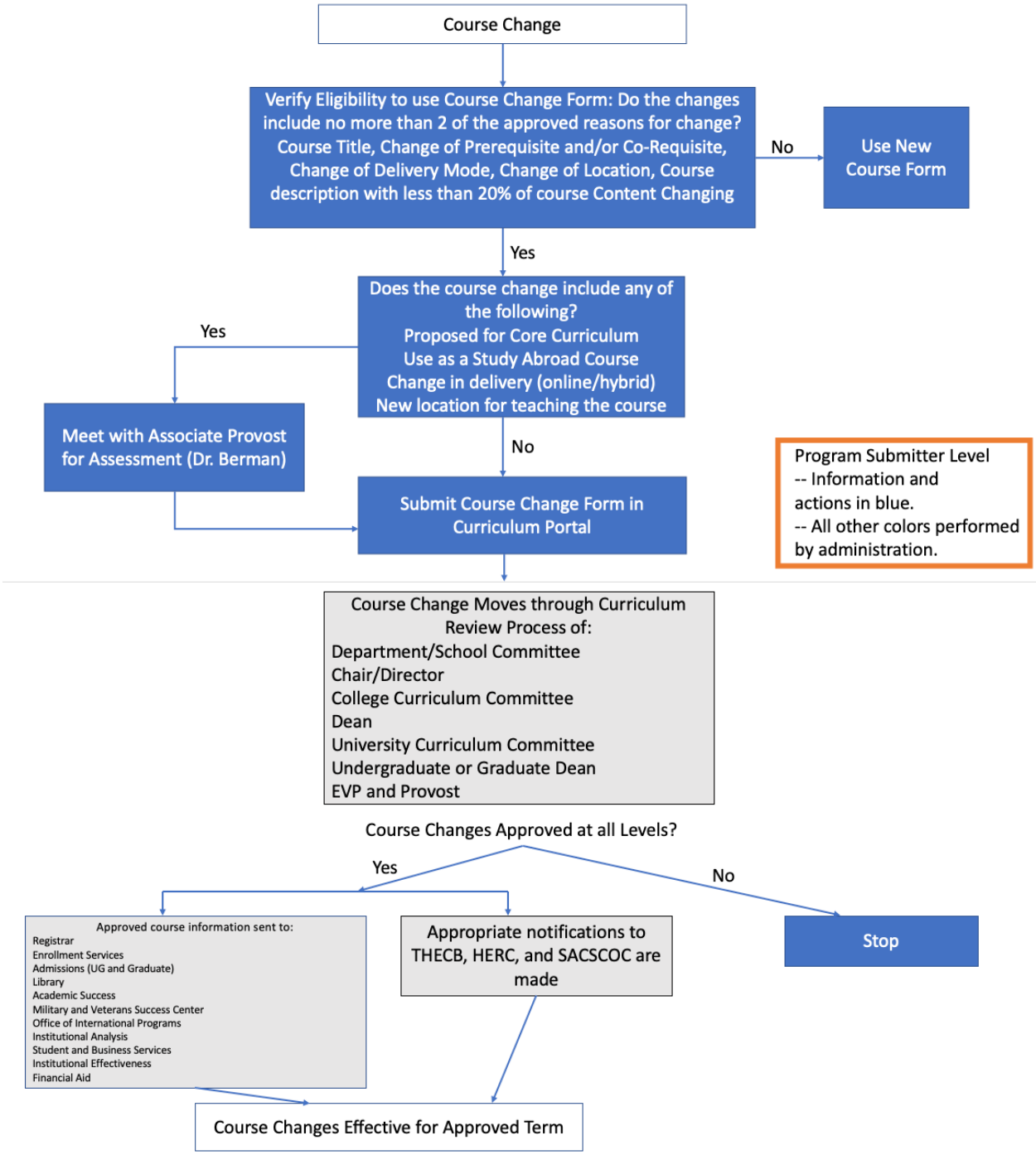
Course Change
Verify Eligibility to use Course Change Form: Do the changes include no more than 2 of the approved reasons for change? Course Title, Change of Prerequisite and/or Co-Requisite, Change of Delivery Mode, Change of Location, Course description with less than 20% of course Content Changing
No
Use New Course Form
Yes
Does the course change include any of the following?
Proposed for Core Curriculum
Use as a Study Abroad Course
Change in delivery (online/hybrid)
New location for teaching the course
Yes
Meet with Associate Provost for Assessment (Dr. Berman)
No
Submit Course Change Form in Curriculum Portal
Program Submitter Level
-- Information and actions in blue.
-- All other colors performed by administration.
Course Change Moves through Curriculum Review Process of:
Department/School Committee
Chair/Director
College Curriculum Committee
Dean
University Curriculum Committee
Undergraduate or Graduate Dean
EVP and Provost
Course Changes Approved at all Levels?
Yes
No
Approved course information sent to:
Registrar
Enrollment Services
Admissions (UG and Graduate)
Library
Academic Success
Military and Veterans Success Center
Office of International Programs
Institutional Analysis
Student and Business Services
Institutional Effectiveness
Financial Aid
Appropriate notifications to THECB, HERC, and SACSCOC are made
Stop
Course Changes Effective for Approved Term