CHANGE COURSE FORM

NOTICE: All fields marked as *Required must be completed before you can SAVE the form.

For a comprehensive list of course fields, see the Change Course Form: Guide to Form Fields document.

For one-on-one guidance of completing this form, contact curriculum@utrgv.edu and visit the Office of Curriculum and Institutional Assessment website. For questions about Core Curriculum proposals, contact mauricio.deleon@utrgv.edu.

Committee Meeting Year

[▾] ***Required***

Select the academic year the committee will review the proposal.

Is your proposal for the Undergraduate, General Education or Graduate Committee?

[▾] ***Required***

College/School

[▾] ***Required***

School/Department/Program

[▾] ***Required***

Subject Code/Course Prefix

[   ]

Do not modify this field. *If a new subject code is needed, then a new course form must be submitted.*

Subject Name

[   ] ***Field is Required***

Do not modify this field. *If a new subject name is needed, then a new course form must be submitted.*

Course Number

[   ] ***Required***

Do not modify this field. *If a new course number is needed, then a new course form must be submitted.*

CHANGES NEEDED

Complete all the applicable fields

Long Course Title

[   ] ***Required***

The full title of a course. This title appears in official degree plans. Limit to 75 characters. **Do not modify this field if no change is needed.**

Short Title

Required

A maximum of 30 characters including spaces is allowed. Short titles display in the student registration system (ASSIST) and transcripts. **Do not modify this field if no change is needed.**

Course Description for the Catalog   ***Required***

Provide an appropriate description of the academic content covered in the course. Do not include student outcomes. For repeated courses, include "may be repeated for additional credit" if applicable. Do not include pre- or corequisites or consent of department or instructor in course description. <u>***Do not modify this field if no change is needed.***</u>

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Credits

⌄

The change course cannot be used to change a course number. If a new course number will be used, then the existing course must be deleted **(delete course form)** *a new course must be added* **(new course form).**

Course Level

⌄

Course level is represented by the 1 digit in the course number for undergraduate courses. For courses affiliated with a master's program, the course level is 5. For courses affiliated with a doctoral program, the course level is 6. The course level of 7 is only used for professional programs. **Do not modify this field if no change is needed.**

Schedule Type ⓘ

⌄

Required

For available schedule types, click on the secondary help symbol (question mark). **Do not modify this field if no change is needed.**

Weekly Lecture Hours

Contact hours of courses with the following schedule types are reported to the Coordinating Board as Lecture hours: Lecture, Independent Study, Practicum, Private Lesson, Thesis, Dissertation, Seminar, Internship. See page 255 of the Academic Course Guide Manual (ACGM). **Do not modify this field if no change is needed.**

Weekly Lab Hours

Contact hours of courses with the following schedule types are reported to the Coordinating Board as lab hours: Activity, Laboratory, and Studio. If the course has no lab hours, enter 0 for lab hours. **Do not modify this field if no change is needed.**

Grading Basis ⑦

[dropdown ▾]

Grading scale of a course. See available options by clicking on the secondar help symbol (question mark). **Do not modify this field if no change is needed.**

Repeat Code

[dropdown ▾] ***Required**

*Select **RP** for courses that can be taken multiple times for additional credit. Select **MC** for courses in which the topic varies. Select **NR** for courses that can only be taken once for credit. A course taken more than once to improve a grade does not meet the definition of repeatable.* **Do not modify this field if no change is needed.**

Maximum Number of Credit Hours Allowed for Courses with a RP or MC Repeat Code

[text field]

*For courses with an **RP** or **MC** repeat code, enter the maximum number of total credits a student can earn by taking this course multiple times for credit. Total credits includes the first enrollment plus subsequent enrollments. For example, ACCT 2300 can be taken 3 times; therefore, the maximum credits a student can earn is 9.* **Do not modify this field if no change is needed.**

Prerequisites

Do not modify this field if no change is needed.

List all prerequisite courses and other requirements (e.g., admissions, specific majors, classification) that must be met for enrollment. Include consent of department/instructor if applicable. Include consent of department/instructor if applicable. <u>Please be concise with narrative text since it will be added to the course description that appears in Banner and ASSIST.</u>

Provide a statement regarding all prerequisites. The statement will appear in the course catalog.

Example 1: *Grade of "C" or better in ACCT 2301.*

Example 2: *Pre- or co-requisite in ACCT 2301.*

Example 3: *Credit or registration in ACCT 2301.*

Example 4: *Junior classification.*

Example 5: *Grade of "C" or better in ACCT 2301 or consent of instructor.*

Example 6: *Must be officially admitted to the Educator Preparation Program.*

Do not add the word prerequisite*:*

Non-example 1: *Prerequisite: 2305.*

Non-example 2: *Prerequisite of 2305.*

Prerequisite Narrative

[text area]

Course List

Do not use the course selection functions. Prerequisites will be applied by OCIA staff based on narrative.

[SELECT A COURSE] [ADD PROPOSED NEW COURSE]

Corequisites

Do not modify this field if no change is needed.

Corequisites are courses or other experiences (monitored by the program or department) that MUST be completed concurrently with the course. Corequisites are a condition of enrollment of the course. Any student who has not enrolled in the corequisite course may be dropped by the department or program. Corequisites do NOT include courses students have the option of taking before, but no later than during enrollment in the course. If the course is a pre- or co-requisite, use the prerequisite field. <u>Please be concise with narrative text since it will be added to the course description that appears in Banner and ASSIST.</u>

List all courses or other experience that MUST occur concurrently. *USE THE STATEMENT below regarding all corequisites. The corequisite statement will appear in the course catalog. Corequisites are only used when students must enroll in both courses concurrently.*

Example: *Students must be concurrently enrolled in ACCT 2301.*

Corequisite Narrative

[ ]

Course List

Do not use the course selection functions. Co-requisites will be applied by OCIA staff based on narrative.

[SELECT A COURSE] [ADD PROPOSED NEW COURSE]

Active Equivalent Course

Do not modify this field if no change is needed.

Equivalent courses typically have the same course number, title and course description, but different prefixes. Students will only be allowed to complete the course under one course prefix unless the course is identified as repeatable for credit (this is rare). List any course currently active in ASSIST and not a former, deleted course course.

USE THE STATEMENT below to be added to the catalog regarding the course equivalency.

Example: *Credit cannot be earned for ANTH XXXX and HIST XXXX.*

Equivalent Course Narrative

[ ]

Course List

Do not use the course selection functions. Active equivalent courses will be applied by OCIA staff based on narrative.

[SELECT A COURSE] [ADD PROPOSED NEW COURSE]

Will this new course replace a substantively similar deleted/inactivated course?

Yes   ○
No   ○

When will the course typically be offered?

[ ]

Do not modify this field if no change is needed.

Please indicate what semester the course is typically offered. If it is offered every semester, use As Scheduled, which will be the default.

Equivalent Texas Common Course Number (if applicable)

Do not modify this field if no change is needed.

For undergraduate lower-level courses (1000-2000) ONLY. Visit Texas Common Course Numbering website for additional information https://www.tccns.org/

Course Dependencies

Program Dependencies

JUSTIFICATION FOR CHANGE

Justification for Change   *Required*

Address justification for inclusion or removal from the core curriculum if applicable.

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GENERAL EDUCATION COMMITEE - Is this course being added or removed from core curriculum?

Added   ○
Removed   ○

Describe impact on other programs/departments (curriculum, financial, staff, space) and how the proposal was approved through the college's applicable governance processes.

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syllabus.

Attach emails, letters of support or collaboration, etc. from impacted departments.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

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Provide evidence that the request has been approved by the School/Department/Program Committee and/or College Committee (all applicable)

Evidence provided should make it clear that faculty governance processes have been followed. Evidence includes committee meeting minutes, an online vote among committee members, memos from curriculum committee chairs, etc. Some departments have disciplinary committees instead of department committees. In such cases, evidence of approval through the disciplinary committees should be provided. This evidence can be attached at any level in the workflow by the submitter, department chair or dean. There is no department committee option in the workflow; therefore, chair approval of a proposal indicates that all departmental or disciplinary committee processes have been followed. Relevant Policies: UTRGV HOP – ADM 06-101; UTRGV HOP – ADM 06-202; UT System BOR Rule 40101.; and SACSCOC Standard 10.4.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Administrative Unit Code

This field is to be completed by the Office of Curriculum and Institutional Assessment only.

Administrative Unit

This field is to be completed by the Office of Curriculum and Institutional Assessment only.

Final CIP Code

This field is to be completed by the Office of Curriculum and Institutional Assessment only.

Course Notes

This field is to be completed by the Office of Curriculum and Institutional Assessment only.