

Course Category: Major/Service

❖ **NEW Major/Service**

Approval Process: A1. Course - NEW Non-GE

Proposal Types: NEW Non-GE ONLY / NEW Non-GE + GEAR Certification

Approval Steps: Originator, Department Curriculum Committee, Department Chair, College Curriculum Committee, College Dean, University Faculty, University Curriculum Committee or University Writing Committee, and Office of Academic Programs

A course is considered **NEW** if:

- No course like it existed before.
- Changing catalog numbers from lower division to upper division, undergraduate to graduate, or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- The content has been changed extensively as to seriously alter the course objective, how it is taught, its intended audience, etc. (The old catalog number must be retired and cannot be used again for five years.)
- The course is being newly cross-listed or dual-listed (if this creates a "new" course in one of the departments).
- Changing C/S classification AND course component (e.g., lecture/seminar (01-06) vs. activity (07-15, 18-22) vs. laboratory (15-17) vs. supervisory (23-25, 36, 48)).

❖ **SIGNIFICANTLY MODIFIED Major/Service** (requires IMPORTING course from University Catalog)

Approval Process: A2. Course - MODIFY Non-GE

Proposal Types: SIGNIFICANTLY Modified Non-GE ONLY / SIGNIFICANTLY Modified Non-GE + GEAR Certification

Approval Steps: Originator, Department Curriculum Committee, Department Chair, College Curriculum Committee, College Dean, University Faculty, University Curriculum Committee or University Writing Committee, and Office of Academic Programs

A major/service course is considered **SIGNIFICANTLY MODIFIED** if:

- Changing course title AND course description to reflect change in content; changes do not seriously alter the course objective, how it is taught, its intended audience, etc.
- Changing prefix of an existing course.
- Changing course units for a fixed unit(s) course.
- Adding enrollment requirements (i.e., prerequisites, corequisites, concurrent) to a course that did not have any.
- Changing C/S classification without changing component (e.g., 01 changed to 04, 05 changed to 06, 15 changed to 16, 25 changed to 36).
- Changing Specialized Student Material and/or Specialized College Facilities.

❖ **MINIMALLY MODIFIED Major/Service** (requires IMPORTING course from University Catalog)

Approval Process: A2. Course – MODIFY Non-GE

Proposal Type: MINIMALLY Modified Non-GE ONLY / MINIMALLY Modified Non-GE + GEAR Certification

Approval Steps: Originator, Department Curriculum Committee, Department Chair, College Curriculum Committee, College Dean, University Writing Committee (if GEAR), and Office of Academic Programs

A major/service course is considered **MINIMALLY MODIFIED** if:

- Updating course title OR course description to reflect minimal change in content.
- Changing catalog numbers without changing from lower division to upper division, undergraduate to graduate, or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- Updating unit range for variable units courses.
- Updating Grading Basis, Repeat for Credit Rules, When Offered, and/or Course Note(s).
- Updating current and/or deleting enrollment requirements (i.e., prerequisites, corequisites, concurrent); addition of requirements outside of college requires that proof of consultation be attached to the proposal as a PDF file.
- Updating Expected Outcomes.

Course Changes Guidelines – New vs. Modify vs. Delete

- Updating Instructional Materials.
- Updating Course Outline.
- Updating Instructional Methods.
- Updating Evaluation of Outcomes.
- Updating Course/Department/College Specific Requirements.

❖ **DELETE Non-GE: Major** (requires IMPORTING course from University Catalog)

Approval Process: B. Course – Delete Non-GE

Proposal Type: n/a

Approval Steps: Department Curriculum Committee, Department Chair, College Curriculum Committee, College Dean, Office of Academic Programs

A course is considered **DELETED** if:

- The course is no longer offered and is to be removed from the university catalog. (Note that it is not considered deleted if it is removed from the curriculum of a particular program but remains in the catalog.)
- The course is being changed from lower division to upper division status or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- The content has been changed so extensively as to seriously alter the course objective, how it is taught, its intended audience, etc. (The old catalog number must be retired and cannot be used again for five years.)

❖ **DELETE Non-GE: Service** (requires IMPORTING course from University Catalog)

Approval Process: B. Course – DELETE Non-GE

Proposal Type: n/a

Approval Steps: Department Curriculum Committee, Department Chair, College Curriculum Committee, College Dean, University Faculty, University Curriculum Committee, Office of Academic Programs

A course is considered **DELETED** if:

- The course is no longer offered and is to be removed from the university catalog. (Note that it is not considered deleted if it is removed from the curriculum of a particular program but remains in the catalog.)
- The course is being changed from lower division to upper division status or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- The content has been changed so extensively as to seriously alter the course objective, how it is taught, its intended audience, etc. (The old catalog number must be retired and cannot be used again for five years.)

Course Category: General Education

❖ **NEW General Education**

Approval Process: C1. Course – NEW General Education

Proposal Type: NEW GE ONLY / NEW GE + GVAR Certification

Approval Steps: Originator, Department Curriculum Committee, Department Chair, College Curriculum Committee, College Dean, University Writing Committee (for GVAR), Office of Academic Programs, Academic Senate – General Education Committee, Academic Senate, President

A course is considered **NEW** if:

- No course like it existed before; existing courses that do not have the General Education areas are considered NEW general education courses.
- Changing catalog numbers from lower division to upper division status, undergraduate to graduate status, or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- The content has been changed extensively as to seriously alter the course objective, how it is taught, its intended audience, etc. (The old catalog number must be retired and cannot be used again for five years.)
- The course is being newly cross-listed or dual-listed (if this creates a new course in one of the departments).
- Changing C/S classification **AND** course component (e.g., lecture/seminar (01-06) vs. activity (07-15, 18-22) vs. laboratory (15-17) vs. supervisory (23-25, 36, 48)).

❖ **MODIFIED General Education** (requires **IMPORTING** course from University Catalog)

Approval Process: C2. Course – MODIFY General Education

Proposal Type: MODIFY GE Only / MODIFY GE + GVAR Certification

Approval Steps: Originator, Department Curriculum Committee, Department Chair, College Curriculum Committee, College Dean, University Writing Committee (for GVAR), Office of Academic Programs, Academic Senate – General Education Committee, Academic Senate, President

A course is considered **MODIFIED** if:

- Changing course title **AND** course description to reflect significant change in content; changes do not seriously alter the course objective, how it is taught, its intended audience, etc.
- Changing or adding GE Area(s).
- Changing prefix of an existing course.
- Changing course units for a fixed unit(s) course.
- Adding enrollment requirements (i.e., prerequisites, corequisites, concurrent) to a course that did not have any.
- Changing C/S classification without changing component (e.g., 01 changed to 04, 05 changed to 06, 15 changed to 16, 25 changed to 36).
- Changing Minimum Student Material and/or Minimum College Facilities.
- Updating course title **OR** course description to reflect minimal change in content.
- Changing catalog numbers without changing from lower division to upper division, undergraduate to graduate, or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- Updating unit range for variable units courses.
- Updating Grading Basis, Repeat for Credit Rules, When Offered, and/or Course Note(s).
- Updating current and/or deleting enrollment requirements (i.e., prerequisites, corequisites, concurrent); addition of requirements outside of college requires that proof of consultation be attached to the proposal as a PDF file.
- Updating Expected Outcomes.
- Updating Instructional Materials.
- Updating Course Outline.
- Updating Instructional Methods.
- Updating Evaluation of Outcomes.
- Updating Course/Department/College Specific Requirements.

Course Changes Guidelines – New vs. Modify vs. Delete

❖ **DELETE General Education** (requires IMPORTING course from University Catalog)

Approval Process: D. Course – DELETE General Education

Proposal Type: n/a

Approval Steps: Department Curriculum Committee, Department Chair, College Curriculum Committee, College Dean, Office of Academic Programs, Academic Senate – General Education Committee, Academic Senate, President

A course is considered **DELETED** if:

- The course is no longer offered and is to be removed from the university catalog. (Note that it is not considered deleted if it is removed from the curriculum of a particular program but remains in the catalog.)
- The course is being changed from lower division to upper division status or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- The content has been changed so extensively as to seriously alter the course objective, how it is taught, its intended audience, etc. (The old catalog number must be retired and cannot be used again for five years.)

