**General Guidelines for
Proposals to Revise Catalog Course Listing**

* This form is used to revise the catalog course listing of an existing course *as long as there are no substantial changes to course content*. If the course listing is changed to reflect significantly revised course content, objectives, student expectations, etc., a new course proposal must be submitted.
* Proposals to revise catalog course listings are **consent items**.
* The catalog course listing includes both the course description and special information about the course.
	+ The course description should not be written in complete sentences. For example, the description might read "Survey of ..." instead of "This course is a survey of ...." The course description should be as concise as possible; aim for 25 words or less.
* When proposing a term for implementation in **item 5,** refer to the Schedule Flow chart on the UCC website to determine proposal approval timelines as they relate to registration for a term. Courses cannot be revised to be effective for a term once registration for that term has begun.
* A Course Inventory Form for each course must be submitted to the college dean’s office. From there it will be forwarded to the Office of the Registrar as part of the college’s package of Course Inventory Forms for that month’s UCC agenda.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Revise Course Catalog Listing**

**(Consent Item)**

Contact Person: Name, email, phone

1. **Identification of course:**
	1. Course prefix (subject area) and number:
	2. Course title:
2. **Current course catalog listing:**
3. **Proposed course catalog listing:
(aim for 25 words or less)**
4. **Rationale for revision of the course catalog listing:**
5. **Proposed term for implementation:**
6. **Dates of prior committee approvals:**

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| Department/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee  |  |
| Professional Education Council (if applicable) |  |
| General Education Committee (if applicable) |  |
| Undergraduate Curriculum Committee (if applicable) |  |
| Graduate Council (if applicable) |  |
| University Senate |  |