**General Guidelines for Proposals to Revise Course Title**

* This form is used to revise the title of an existing course *as long as there are no substantial changes to course content.* If a course title is changed to reflect significantly revised course content, objectives, student expectations, etc., a new course proposal must be submitted.
* Proposals to revise course titles are **consent items**.
* Abbreviated course titles may be up to 30 characters long, including spaces and punctuation.   
  Because the abbreviated title appears on student transcripts and in the schedule of classes, the abbreviated title should reflect the course title as accurately and completely as possible.
* 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 Title**

**(Consent Item)**

Contact Person: Name, email, phone

1. **Identification of proposed course:**
   1. Course prefix (subject area) and number:
   2. Course title:
   3. Credit Hours:

**2. Proposed course title:**

**3. Proposed abbreviated course title:**(maximum of 30 characters/spaces)

**4. Rationale for the revision of course title:**

**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 |  |