



# Curriculum & Articulation Committee

## Change Existing Course Instructions and Form

Please note, this is a fillable PDF form which allows (1) easy editing, (2) digital signatures, and (3) electronic delivery (required). This form will not be accepted in hard copy format. One course per form.

### SECTION 1: Information

1. Complete section using your information as submitter.
2. **Please make sure your department chair and dean have signed before you submit the form to the Articulation Officer.**

### SECTION 2: Changes to Existing Course

**Effective Term:** The first term course changes will be effective. (Example: Spring 2019)

**Course Title:** Are you changing the title of the course? If yes, provide the current full course title and new full course title. (Example: EDSP 441 course title is "Characteristics and Inclusive Strategies for Students with Mild and Moderate Disabilities".)

The abbreviated version (if applicable) for transcripts is "Chars/Strat Mid/Mod Disab") The course title must match the common course numbering form and the syllabus. **(Please note, if your course title is exceptionally long, there must be an abbreviation of 30 characters or less, that would be appropriate for transcripts and the printed schedule).**

**Credits:** A fixed credit course will always be offered for the same number of credits. Variable credit courses can be offered anywhere within a minimum to maximum range.

**Discipline, Prefix, and Course Number:** Include discipline (Special Education), prefix (EDSP), and course number (441). Please check the common course numbering website for existing course information <https://www.nevada.edu/ir/ccn.php>. (Please note, if prefix or discipline is not already present in common course numbering, it needs to be approved by the system office first. Must include CIP code. Please see the Articulation Officer for clarification).

**Will this be cross-listed with another course?** For cross-listed courses, the prefix and number can differ, but the title, credits, and content should be identical. The original course must be retained in the GBC course catalog in addition to the new course information.

**Will this be a general education course?** *If you are changing an existing GBC course so that it has general education status **DO NOT PROCEED**. This request would go to the General Education Committee.*

**Grading Basis:** (A-F or S/U)

#### Transferability:

- Select TRANSFERABLE if this course is transferable for any NSHE baccalaureate degree.
- Select NON-TRANSFERABLE if this course cannot be used for an Associate of Arts, Associate of Science, Bachelor of Arts or Bachelor of Science. (Courses formerly known as "B" courses).

#### Repeatability:

- **Non-repeatable:** A student may earn credit(s) for this course only one time and can retake this course to improve a grade, but will not receive credit more than once.
- **Repeatable Credits:** If a course is repeatable up to 6 credits, then the GPA will reflect the earned grade each time they take the course until they have completed 6 credits. If the student takes the course for more than a total of 6 credits, the additional credits will not be counted towards the GPA.

- **Repeatable Completions:** If a course is repeatable up to 3 times (completions), then the GPA will reflect the student taking the course up to 3 times and the additional completions will not be counted towards their GPA.

**Prerequisites:** List both current and new prerequisites. Indicate AND or OR between each requirement. (Example: Must complete ENG 95 and ENG 97 or MATH 126E or satisfactory placement scores).

**Corequisites:** List both current and new prerequisites. Indicate AND or OR between each requirement. (Example: Must be taking ENG 101 and MATH 96 concurrently).

**Catalog Description:** Must be the identical to the catalog description in syllabus.

**Is this course a program requirement:** Mark YES if the course is a change to a program requirement or an elective. List the affected program(s) here. (Please note all affected programs must submit their own, individual, program change form to the Articulation Officer).

### SECTION 3: Approvals

- The Electronic C&A form and scanned supporting documents must be submitted first to the Articulation Officer for review. **Do not submit directly to Curriculum and Articulation Chair.**
- The C&A form must include signatures from submitter, Department Chair, and Dean. Forms submitted without all signatures will be returned to submitter.
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Articulation Officer will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Articulation Officer will contact the submitter and Curriculum & Articulation Chair for scheduling on the next available meeting agenda.



# Curriculum & Articulation Committee

## Change Existing Course Form

### SECTION 1: SUBMITTER INFORMATION

Name of Submitter: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Department: \_\_\_\_\_ GBC Center: \_\_\_\_\_ Building & Room # \_\_\_\_\_

Have you received approval from Department? Yes No and Dean? Yes No

**If you have not received approval, do not submit to the Articulation Officer.**

### SECTION 2: CHANGE(S) TO AN EXISTING COURSE

Syllabus must be included with this form.

*If you are changing an existing GBC course so that it has general education status, **DO NOT PROCEED**. This request would go to the General Education Committee.*

Effective Term: \_\_\_\_\_

Current Full Course Title: \_\_\_\_\_

New Full Course Title: \_\_\_\_\_

Abbreviated Course Title: (If applicable) \_\_\_\_\_

Credit Change? : Yes No

Current Credits: Fixed Credits \_\_\_\_\_ Variable Credits \_\_\_\_\_ to \_\_\_\_\_

New Credits: Fixed Credits \_\_\_\_\_ Variable Credits \_\_\_\_\_ to \_\_\_\_\_

Is this a discipline change? Yes No

Current Discipline: \_\_\_\_\_ New Discipline: \_\_\_\_\_

Is this a prefix change? Yes No

Current Prefix: \_\_\_\_\_ New Prefix: \_\_\_\_\_

Is this a course number change? Yes No

Current Course Number: \_\_\_\_\_ New Course Number: \_\_\_\_\_

Will this be cross-listed with another course? Yes No

If yes, what course: \_\_\_\_\_

Will this be a general education course? YES NO (If yes, list the general education objective it fulfills.)

Date approved by the General Education Committee: \_\_\_\_\_

Is this a grading basis change? Yes No

Current grading basis: A-F S/U New grading basis: A-F S/U

Change to  Course is TRANSFERABLE for any NSHE Baccalaureate degree

Transferability  Course is NON-TRANSFERABLE (Formally called a "B" course)

A student may earn credit(s) for this course only one time and can retake this course to improve a grade,

**Change to**  but will not receive credit more than once. **OR**

**Repeatability**  A student may repeat this course for credit up to a total of credits \_\_\_\_\_ **OR** up to a total number of \_\_\_\_\_ completions \_\_\_\_\_.

**Is this a prerequisite or co-requisite change?** (Do not use comma's, use "and" or "or")

Current prerequisites: \_\_\_\_\_ New prerequisites: \_\_\_\_\_

Current corequisites: \_\_\_\_\_ New corequisites: \_\_\_\_\_

**Catalog description change?** (if not, leave blank) If so, it must be identical to the catalog description on the syllabus.

**Will this change effect a program requirement?** Yes No

Briefly describe proposed changes compared to current requirements and list affected programs below: (Note: each program must submit a program change form to the Articulation Officer.)

### SECTION 3: APPROVALS

**Submitter**

**Dean**

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Department Chair**

**Articulation Officer (Registrar)**

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**This form will not be accepted without the above signatures.**

**Curriculum and Articulation Chair**

**Vice President of Academic Affairs**

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_