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

* This form is used to revise the course number for an existing course *as long as there are not substantial revisions to course content*. If a course number is revised to reflect significantly revised course content, objectives, student expectations, etc., a new course proposal must be submitted.
* Proposals to revise course numbers are **consent items**.
* Do not use this form to convert a 400G-level course to a 500-level or higher course. Instead, a new course proposal must be submitted to the Graduate Council.
* If a new graduate course is developed to replace a 400G-level course, but program faculty elect to retain the 400G-level course, the faculty must include (in section 1.7 of the proposal to create the new graduate course) specific provisions for excluding from the proposed course students who have completed the 400G-level course.
* Revisions in course number that involve a change from upper division (300- or 400-level) to lower division (100- or 200-level) or lower division to upper division may require a new course proposal because it is assumed that, in this case, course content, objectives, student expectations, etc. are likely to change significantly.
* When proposing a term for implementation in **item 4,** 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 begins.
* 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 Number**

**(Consent Item)**

Contact Person: Name, email, phone

1. **Identification of proposed course**
   1. Course prefix (subject area) and number:
   2. Course title:
2. **Proposed course number:**
3. **Rationale for revision of course number:**
4. **Proposed term for implementation:**
5. **Dates of prior committee approvals:**

|  |  |
| --- | --- |
| 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 |  |