CHECKLIST FOR CHANGING A COURSE

Use this checklist if you are proposing a change to a course. Note: A change of course will need to go through the Common Course Numbering (CCN) procedures if the change is for a prefix, course number, title, and/or credits.

☐ Reviewed CCN guidelines and insured that the changed title, prefix or number is not in use.
☐ Entered the current prefix, number and/or title.
☐ Checked all boxes that applied to my proposed course change.
☐ Entered contact name, email address, and department in the Course Create form.
☐ Discussed with the Curriculum Team and/or entered the correct Effective term.
☐ Filled out the old and new information for the boxes that applied in Section IV of the course change form.
☐ Cut and pasted the old course description along with the new catalog description in the form.
☐ If the change affected a minor or program change, a program or minor change form has also been included with the request. If the change was for a University General Education Core requirement the University General Education Committee was notified.
☐ Received all three required signatures.
☐ Submitted to the Curriculum Team.
☐ Attend the Faculty Senate Meeting when the course is up for review.

Remember that prefix, number, title and credit changes will need to be reviewed by NSHE Common Course review. This process usually takes (10) working days before approved. Once approved by the FSCC you will receive notice from the Curriculum Team when the course as been created and entered in the catalog and SIS.

Note: For more information please see the Curriculum Team Website. (link to the Curriculum Team Website.)