**E-mail** form to [**Curriculum@unlv.edu**](mailto:Curriculum@unlv.edu) in the Registrar’s Office.

**Save file as** course name followed by ch (e.g., ENG101ch). If changing course name, save files as current course name, ch, new course name (e.g., ENG102chENG103).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Course Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Prefix/Number (e.g., AAS 101):  Current Title: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Summary of Proposed Changes (Check all that apply)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prefix | Course Number | | | | | Name Abbreviation | | | | | | | | | Credits , Grading  Grading | | | | | | Description | | | | | | PreReqs,  CoReqs | | | Cross List |
|  |  | | | | |  | | | | | | | | |  | | | | | |  | | | | | |  | | |  |
| **Justification for Course Change**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **II. Routing Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Where should this be sent following review? | | | | | | | | Contact Name: | | | | | | | | | | | | | | | | Department: | | | | | | |
| Contact’s e-mail address: | | | | | | | |  | | | | | | | | | | | | | | | | College: | | | | | | |
| **III. Effective Date** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Semester change should become effective: | | | | | | | | | | | | | | | | | | type in date here: | | | | | | | | | | | | |
| **IV. Course Change Information (*Only fill out sections that you are changing. Be sure to provide current and new information when making a change.)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Prefix / Number Change** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Course Prefix / Number | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| New Course Prefix / Number | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| New lab number (if lab is offered as a separate course (e.g., 115/115L) | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **Course Title Change** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Course Title | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| **New Course Title** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| Schedule Title Abbreviation (25 characters) | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| **Credit change** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | # of Fixed Hours | | | | | | | | | | | | # of Variable Hours | | | | | | | | | | | | | | |
| Current Credit Hours | | | |  | | | | | | | | | | | | From: | | | |  | | | | | To: | | | |  | |
| **New Credit Hours** | | | |  | | | | | | | | | | | | From: | | | |  | | | | | To: | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course is Repeatable | | | | Yes | | | | | No | | | | |  | | | | | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | Old Max # earned credits | | | | | | | | | | |  | | | | | |
| New Max # earned credits | | | | | | | | | | |  | | | | | |
| **Grading Change** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | Letter Grade | | | | | | | | | S/F | | | | Both | | | | | | | |
| Current Grading System | | | | | | | | | |  | | | | | | | | |  | | | |  | | | | | | | |
| **New Grading System** | | | | | | | | | |  | | | | | | | | |  | | | |  | | | | | | | |
| Old Catalog Description: (50 word limit, do not use all caps):    **New Catalog Description:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Requisite Change** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *All 300 & 400 level courses must have appropriate prerequisites. Approval by course instructor does not count.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Prereqs | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **New Prereqs** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Coreq | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **New Coreq** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cross List Change** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***All cross-listed departments must submit forms at the same time.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| List all cross-listed Course Numbers | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| *Change must be submitted to graduate college if equivalent graduate course exists.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is there an equivalent Graduate Course? | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | |
| **V. Course is Degree or Minor Requirement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Catalog Program and/or Minor Change Form must be submitted with this form if this course is a requirement.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is course a degree or minor requirement? | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | |
| Is course required in another program in your college? | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | |
| Does this course meet a University General Education Core Requirement? | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | |
| **VI. Endorsement/Approvals**  Complete form and obtain electronic signatures **before** submitting to University Curriculum Committee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Department, College and Dean’s Approval** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | Yes | | | | | No | | | | | Name | | | | | Date | | | | Comments | | | | |
| Department | | | | | | |  | | | | |  | | | | |  | | | | |  | | | |  | | | | |
| College Committee | | | | | | |  | | | | |  | | | | |  | | | | |  | | | |  | | | | |
| Dean’s Office | | | | | | |  | | | | |  | | | | |  | | | | |  | | | |  | | | | |
| **UNLV Check Area (Registrar’s Office)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | Yes | | | | | No | | | | | Name | | | | | Date | | | | Comments | | | | |
| Registrar – Curriculum | | | | | | |  | | | | |  | | | | |  | | | | |  | | | |  | | | | |
| Degree Audit (TADA) | | | | | | |  | | | | |  | | | | |  | | | | |  | | | |  | | | | |
| CCN form created | | | | | | |  | | | | |  | | | | | N/A | | | | |  | | | |  | | | | |
| **Faculty Senate Curriculum Approval** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Curriculum Committee Chair | | | | | | | Yes | | | | | No | | | | | Agenda # | | | | | Date | | | | Comments | | | | |
|  | | | | | | |  | | | | |  | | | | |  | | | | |  | | | |  | | | | |
| **For use of the Registrar’s Office** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Initials | | | Date | | | | | | Comments | | | | | | | | | | | | | | | | | | | |
| Acalog: | |  | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | |
| SIS: | |  | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | |
| TADA: | |  | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | |

**Save file as** course name followed by ch (e.g., ENG101ch). If changing course name, save files as current course name, ch, new course name (e.g., ENG102chENG103).

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