Course Change

Verify Eligibility to use Course Change Form: Do the changes include no more than 2 of the approved reasons for change? Course Title, Change of Prerequisite and/or Co-Requisite, Change of Delivery Mode, Change of Location, Course description with less than 20% of course Content Changing

Yes

Does the course change include any of the following?
- Proposed for Core Curriculum
- Use as a Study Abroad Course
- Change in delivery (online/hybrid)
- New location for teaching the course

Yes

Meet with Associate Provost for Assessment (Dr. Berman)

No

Submit Course Change Form in Curriculum Portal

ProgramSubmitter Level
-- Information and actions in blue.
-- All other colors performed by administration.

Course Change Moves through Curriculum Review Process of:
- Department/School Committee
- Chair/Director
- College Curriculum Committee
- Dean
- University Curriculum Committee
- Undergraduate or Graduate Dean
- EVP and Provost

Course Changes Approved at all Levels?

Yes

Approved course information sent to:
- Registrar
- Enrollment Services
- Admissions (UG and Graduate)
- Library
- Academic Success
- Military and Veterans Success Center
- Office of International Programs
- Institutional Analysis
- Student and Business Services
- Institutional Effectiveness
- Financial Aid

No

Appropriate notifications to THECB, HERC, and SACSCOC are made

Course Changes Effective for Approved Term

Stop