

Curriculum Changes, Minor Modifications
Approved by University Senate November 1, 2022
(See also Curriculum Changes, Undergraduate and Graduate)

Generally, the review path for undergraduate course modifications involving only the initiating college's curriculum will no longer include the Undergraduate Curriculum Committee. Proposals approved by the College Dean (or designee) will be sent simultaneously to the Senate Executive Committee, Undergraduate Curriculum Committee, and Undergraduate Council. Unless objections arise, curriculum proposals will then be included in the Senate report as an information item.

There will be situations where additional review is needed:

- Undergraduate Curriculum Committee will review if the course modification is major. For example, if it implicates other colleges, or switches the course from lower (100-200) to upper division (300-400), or from undergraduate (<500) to graduate (500 and above), or vice versa.
- Undergraduate Writing Committee will review if the change involves adding or modifying a "W" or "DW" designation to classes satisfying the Graduation Writing Assessment Requirement (GWAR).
- Student Learning/Community Engagement Committee will review if the change involves adding or modifying a Service Learning or Community Engagement designation.
- International Affairs University Senate Council will review if the change involves adding or modifying Global Learning designation.

Changes to the list of situations where additional review is needed can be made by approval of AP&P.

Examples of minor modifications include:

- Updating course title OR course description that does not impact other colleges and that reflects only minor changes in content.
- Changing catalog numbers without changing from lower division (100-200) to upper division (300-400), undergraduate (<500) to graduate (500 or above), or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- Converting existing undergraduate courses that involve no other curriculum changes to GE courses, pending GE Committee's approval (these courses can skip UCC review)
- Updating unit range for variable unit courses.
- Updating Contact Hours
- Updating Instruction Mode(s)
- Updating Grading Basis
- Updating Repeat for Credit Rules
- Updating Course Note(s)
- Updating current and/or deleting enrollment requirements (i.e., prerequisites, corequisites, concurrent); addition of requirements outside of college requires that proof

of consultation be attached to the proposal

- Updating Instructional Methods (CS codes)
- Updating Course/Department/College Specific Requirements
- Program changes that only reflect minor modifications to existing courses