**E-mail** form to **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 , GradingGrading | 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:  |       |       |       |

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