

AY 2024-2025 Fall Implementation: Course Modification Form - Undergraduate

Course with Import Required

General Catalog Information



****Read before you begin****

1. IMPORT curriculum data from the Catalog.
2. Help text is printed below many fields - please read reference as you work through the form.
3. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.
4. Validate & Launch the proposal.

Proposed Modification*

- Renaming a Course
- Renumbering a Course
- Modifying Course Description
- Modifying Prerequisites, Corequisites, and/or Restrictions
- Other

Select all that apply.

Summary of proposed change(s)*

Briefly summarize your changes. This helps committee members and others in the workflow as they review proposals.

Department*

School of Education, English, etc.

Discipline*

Prefix*

Number*

Title*

Description*

Credit Hours*

Must be in parenthesis, i.e. (3) or (1-9).

Course Information

Contact Hours

Examples: For science courses: Lecture 3 hours, laboratory 2 hours. For art courses: Studio hours 6. For music: Class hours 2. For Nursing: Lecture 2 hours, clinical 6 clock hours.

Terms Offered

Prerequisites:

You may enter any courses (if minimum score required is anything other than D, you must list it here), test scores, GPAs or additional requirements that must be met before a student can take this course. Statement must end in "or department head approval."

Corequisites:

You may enter any courses (if minimum score required is anything other than D, you must list it here) that must be taken during the same term the student is taking this course. Statement must end in "or department head approval."

Pre or Corequisites:

You may enter any courses (if minimum score required is anything other than D, you must list it here), test scores, GPAs or additional requirements that must be met before or during the term the student is taking this course. Statement must end in "or department head approval."

Restrictions

Examples: *Junior standing. *Credit may not apply toward a chemistry major. *Open to Business Administration majors only.

Mutually Exclusive

This field is used when students are not allowed to receive credit in two courses that have similar content but are not equivalent. Example: *No credit in WSTU 3180 after completing CRMJ 3310 with a grade of C or better. *Credit not allowed in both MATH 2550 and MATH 2560. *Credit not allowed in MATH 1830 after completion of MATH 1950 with a minimum grade of C.

Cross Listed

This field is used for courses that are equivalent but are under different prefixes. You must use the formats below. Example: *May be registered as PSY 3150. No credit in both ANTH 3030 and PSY 3150. *May be registered as CPEN 3850, ENCE 3850 or ENEE 3850. Credit allowed in only one of the four courses.

Fees

Examples: *Differential course fee will be assessed. *Laboratory/studio course fee will be assessed. *Communication fee will be assessed. *Safety and Licensure fee will be assessed. *Music course fee will be assessed. If you are requesting a new fee, please complete the Course Fee Approval Form.

Grade Mode

Courses are usually offered with Standard Letter Grade mode. Undergraduate courses may be offered as 'Satisfactory/No Credit.' Graduate courses may be offered as 'Satisfactory/No Credit' or 'Satisfactory Progress/No Satisfactory Progress.'

Can a student earn credit for this course more than once?

Yes No

Repeatable (R) courses are ones that students may complete and receive credit more than one time.

Is this course associated with approval of other curriculum proposals in the workflow?*

Yes No

If Yes, then please specify.

Does this course modification require a new course fee AND/OR any new resources to implement?*

Yes No

If Yes, then please specify.

If this fee is a new fee, you must complete the Course Fee Approval Form. If this is an existing fee you are extending to this course, list the fee assessed per student/per credit hour and a brief rationale for why the fee is necessary to support this course.

General Education Information



General Education Category:

If this course is certified for General Education, the category will be displayed in this field. If you wish to submit this course for General Education certification, you must submit the appropriate category form that will be reviewed by the General Education committee.

Attachment List

Please attach any required files by selecting Files in the Toolbox sidebar.

Run an Impact Report by selecting it in the top left corner and answer below according to the results.

Attached*

Impact report is attached.

Attached syllabus must comply with the official UTC Syllabus Format and reflect the same information contained in the proposal. Particular attention will be paid to the format, course description, prerequisites, corequisites, restrictions (such as major), learning outcomes, assignments, grading scale and class schedule. Failure to address any of these items will result in the proposal being rejected and returned to the originator.

Attached*

Syllabus is attached.

Justification for Change of Course

Justification for Change*

Explain why this modification is necessary.

Affected Departments Review



If this change affects another department, a custom route is required.

Steps to create a custom route are available on the faculty tab of MyMocsNet or you may send an email to curriculog@utc.edu for additional assistance.

A System Administrator will need to review and approve the custom route.

Course OID*

Status*

Active-Visible Inactive-Hidden

Departmental and College Committee Vote



Votes for Departmental and College approval are required. The fields below are available for the Department Head and College Curriculum Committee Chair to record votes. Votes may also be identified in the comments when approving a proposal.

Departmental Vote (For - Against - Abstention)

Use this field to record the department vote on this proposal i.e. (5-2-1).

College Committee Vote (For - Against - Abstention)

Use this field to record the College Committee vote on this proposal i.e. (5-2-1).