

Deans/Department Chair Cheat Sheet and FAQs

FORMS

- A form must be submitted to enact changes any requirements (program, major, minor, concentration, emphasis, etc.) or any changes to a course. The below indicates which form should be used for which changes. Frequently asked questions as well as definitions to aid in completing the forms properly are listed below. Forms not completed in entirety will be returned for clarification.
- All forms available on the Registrar's Office Web page (Forms).
- Form to Use
 - Changes to program (major) or minor requirements - Program Change Form (Changes to Majors)
 - New program (major) or minor - Program Change Form (Changes to Majors)
 - Changes to a course - Curriculum Change Form (Changes to Courses)
 - New course - Curriculum Change Form (Changes to Courses)
 - Delete course - Curriculum Change Form (Changes to Courses)

DEADLINE DATES

Deadline (to registrar)

- Changes to program (major) or minor requirements - January 15 (for the subsequent catalog)
- New program - (major) or minor January 15 (for the subsequent catalog)
- Changes to a course - January 15 if the course is to be offered for the fall semester
- March 1 - if not a fall offering
- New course - January 15 if the course is to be offered for the fall semester, March 1 if not a fall offering
- Delete course - March 1

DEFINITIONS/FAQ – PROGRAM CHANGE FORM

Please list the entire set of requirements in the section for requirement listing. It would be preferable to copy the current catalog listing (from the online catalog) and paste it into the requirement section and make the changes.

Example:

- Social Work Major (Bachelor of Arts or Science)
 - general education requirements – see the general education section of this catalog.
 - pre-professional curriculum requirements
 - professional requirements – SOWK 280, 321, 331, 340, 341, 421, 431, 441, 479, 480, 482
 - support courses – MATH 130 or PSYC 223 or SOCL 223, PSYC 340 or SOCL 366 or SOWK 366, SOCL 320
 - electives – 12 credits from the following approved electives – CRMJ 150, 380, NURS 351, PHIL 321, PSYC 205, RLST 230, 370, SOCL 150, 328, 332, 366, 370, 456, SOWK 328, 332, 334, 366, 456, 486, SPAN 364, 412, WMST 351
 - final degree requirements – see the degree requirements section of this catalog for specific requirements of the Bachelor of Arts or the Bachelor of Science degree as well as final graduation requirements.

DEFINITIONS/FAQ – CURRICULUM CHANGE FORM

WHEN DO I SUBMIT MY COURSE CHANGE – The curriculum section of the catalog lists any courses that are major, support or elective options for current students. The curriculum should be seen as separate from the requirements. For example, the requirements for a major may no longer require a course, but the course will be offered two more times to accommodate majors in previous catalogs. The course should be deleted after the last offering. The same is true for changes to courses.

CHANGE TO RESTRICTIONS – Colleague uses restrictions for registration parameters that are not a prerequisite course. Examples of restrictions include class level standing.

EFFECTIVE DATE – This is the date (or catalog) the content on the form is to be put in place. Only forms for the subsequent catalog year will be accepted. Changes to requirements must coincide with a catalog year. Changes to curriculum must coincide with a catalog year, but some curriculum may be retained to accommodate students completing requirements from a different catalog year. I.e. a course may need to be “kept on the books” and offered for two years after it is no longer required by current catalog students. Similarly changes to course should be submitted when they will be needed for students. I.e., a course will become two credits in two years to accommodate those students. It should remain on the books for the credits needed for current students.

REPEATABLE FOR CREDIT – A course repeatable for credit means that a student can take it multiple times and get credit each time and all grades count in the GPA. If it is not repeatable for credit it means the student only gets credit for the most recent “take” (our repeat policy) and only the most recent credits/grade calculates into the GPA. Typically the only courses repeatable for credit are topic/practicum type courses.

TAKEN AS CREDIT/NO CREDIT or ONLY GRADED CREDIT/NO CREDIT – If the course will be only graded by letter grades, indicate NO for both questions. If students will have an option to take the course as credit/no credit, indicate YES for the “Can this course be taken as CR/NC?” and NO for the “Or only graded credit/no credit. If the course can only be graded with a CR or NC, then indicate NO for “Can this course be taken as CR/NC?” and YES to “Or only graded credit/no credit.”

CROSS-LISTED – Cross-listing is a registration function. Cross-listed courses are offered as separate sections but typically at the same time. Capacities can be managed for cross-listed courses so that each section has a limit or two sections have an overall limit, or both.

EQUIVALENT TO ANOTHER COURSE – To accommodate the repeat policy and/or degree audit requirements, courses can be “equated.” Typically renumbered courses should be equated. Courses that are set up as the same course with two different subjects (i.e. SOWK-210 and SOCL-210) are equated as well. Much care should be taken when determining whether or not an equivalent exists as there could be adverse effects on student academic records if not done appropriately.

TYPICAL SECTION CAPACITY – Indicate the typical capacity of a section of this course. This information defaults to a section that is created. It can be changed, but having it in the master course record will save time.

COURSE FEES – Indicate if you plan to request course fees be attached. Final approval of course fees must be made by the VPAA, in consultation with the Vice President for Finance and Administration