

HSU Course Change Form

This form replaces a previously submitted form
 Include tracking # _____

For OAA use only

Tracking #

Subject/Number
 (i.e., STAT 222)

Current "C" or "S" classification(s)

Change effective Fall of the catalog year

Current Course Title

Department

College

Delete Course

Suspend Course

Reactivate Course

Change in All-University Status

[GE and All-University Requirements link](#)

General Education and All-University Requirements (GEAR)

Course number change (No re-using numbers. If you have questions, please contact Academic Programs ext. 4193.) If this is a change in sequence of curriculum, explain the curricular justification. Use Course Change Justification section on page 2.

from: to:

The renumbered course can be counted as a repeated attempt of the course under its former number

Course Title Change

Proposed Title:

Abbreviated Title (30 Characters):

Course Description Change - Enter new description

"C" or "S" Class Change (use tables)

Note: If using C-78, will any workload WTUs be assigned to the faculty member for this component?

Yes No

If yes, college MOU attached

Unit Change (Indicate unit changes for all modes)

FROM:	Classification Code	Units
Lecture		
Other Mode		
Other Mode		
Total Current Units		

TO:	Classification Code	Units
Lecture		
Other Mode		
Other Mode		
Total Proposed Units		

Grade Mode Change From: To:

Course Repeat Limit Change

Not Repeatable (except for grade replacement)

Repeatable for Credit **Total** completions allowed or total units allowed

Students can enroll and earn credit in multiple sections in a term

Change prerequisite(s) **enforced at registration**

Delete all current prerequisites enforced at registration

List ALL **current prerequisites** (Subject & Number)

List ALL **Proposed prerequisites** (Subject and Number) Example: MATH 210, ENGR 325 and (ENGR 331 or ENGR 333) Denote prerequisites that may be taken concurrently using (C) following the subject/number.

Change Recommended Course Preparation (will show up in **print catalog only**, NOT enforced at registration)

Current

Proposed

Corequisite(s) Change (NOTE: Dept must offer corequisites during the same semesters and at different days and times)

Current

Proposed

Registration Restriction Change

Proposed: **Exclude** Academic Level(s)

Major(s)

Change Equivalencies

Current equivalent course(s)

Proposed equivalent course(s)

*** Required - What data, reasons, and/or assessments have led to proposing this change?**

How do the proposed changes develop students' abilities in relationship to specific program and/or HSU student learning outcomes?

Relevant supplemental materials attached [\[Link to Syllabus Help webpage\]](#)

Results attached Search the [PeopleSoft](#) and On-line catalogs to reveal the impact your curriculum change may have on other courses, programs, enrollments, etc. E-mail all affected programs and attach original e-mail and all responses.
 IMPORTANT REMINDERS: 1) If this change results in a change to the program, a Program Change form MUST be submitted concurrently. 2) If there is a course fee associated with this change, separate papers must be submitted to IRA.

Recommended: Paperwork reviewed by Dept. Administrative Support (*please initial*) _____ Date _____

Approvals

I have reviewed this proposal and recommend approval.

College Dean

I have reviewed this proposal and encourage the ICC to consider my attached comments

Dept. Chair

Date