

Note: The print version of this manual is still in production.

## Chapter

# 2

## Minor Course Changes

### Using the Format 2A Form



#### WHAT CHANGES QUALIFY AS MINOR?

- Changing the frequency of offering;
- Minor editorial changes or corrections; e.g., title, course description;
- Cross-listing current courses (starting with an already existing course);
- Course number changes that do not affect upper or lower division status;
- Changing course prerequisites which do not affect course offerings of other departments or degree program requirements.

If the desired change is not shown above, do not use the Format 2A form. Instead, you must use Format 2 – Major Course Change form (see page 23).



#### WHERE DO I GET THIS FORM?

Curriculum forms may be downloaded from the links on the UAF Governance web site at:  
<http://www.uaf.edu/uafgov/faculty-senate/curriculum/>

Click on the link to the Course and Degree Procedures Manual for a list of linked forms.



#### AFTER APPROVAL AT THE UNIT LEVEL, WHERE DOES THIS FORM GO?

Format 2A forms with original signatures of all required parties may be turned in to:  
Registrar's Office  
102 Signers' Hall  
Box 7495

Please email an electronic copy to the Faculty Senate Office at [jbharvie@alaska.edu](mailto:jbharvie@alaska.edu). While these are not processed by a Faculty Senate committee, it is useful to have copies to help troubleshoot questions from departments.



#### WHEN DO MINOR CHANGES TO COURSES TAKE EFFECT?

Typically, changes take effect when they are published in the next UAF Catalog. The production deadline for the catalog is on or about March 1. Therefore, it is strongly suggested that minor changes be submitted during the prior fall semester in order to make the next printed catalog.

## SOME HELPFUL INSTRUCTIONS FOR THE FORMAT 2A FORM:

### Section 1:

**1. COURSE IDENTIFICATION:** *Use current information only.*

Dept		Course #		No. of Credits	
<b>COURSE TITLE</b>					

- Though you may need to make corrections to the information in Section 1, use the current information and put changes in Section 2.
- Please do not leave blank fields in this section.

### Section 2:

**2. ACTION DESIRED:** *Indicate what changes: Mark all that apply.*

<b>NUMBER</b>		<b>TITLE</b>		<b>DESCRIPTION</b>	
<b>PREQUISITES</b>		<b>FREQUENCY OF OFFERING</b>			
<b>CROSS-LISTED</b>		Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	

- In Section 2, mark the items that will be changed or corrected for the course.
- If the desired change is to cross-list the existing course identified in Section 1, indicate that by checking the “Cross-Listed box and show the new department’s course designator.
- Do not show existing cross-listings in this section. Show them in Section 5.

### Sections 3 and 4:

**3. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits**

**ECON F637** Natural Resource Policy  
**3 Credits** Offered Fall Even-Numbered Years  
 Resource policy issues development and implementation including forestry, mining, fisheries, oil, wildlife and other topics as demand warrants. Focus on policy issues involved in management of Alaska's resources. Prerequisites: Graduate standing or permission of instructor: (Cross-listed with NRM F637.) (3+0)

**4. COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording strike through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)**

**ECON F637** ~~Natural Resource Policy~~ Evolution of Conservation Concepts and Policy  
**3 Credits** ~~Offered Fall Even-Numbered Years~~  
 Resource policy issues development and implementation including forestry, mining, fisheries, oil, wildlife and other topics as demand warrants. Focus on policy issues involved in management of Alaska's resources. Prerequisites: Graduate standing or permission of instructor: (Cross-listed with NRM F637.) (3+0)

- The examples given above show two important things:
  - A complete current catalog description (which can be cut and pasted from the online UAF Catalog).
  - A correctly changed and complete catalog description using underlining and ~~striketrough~~ features to clearly show the changes.
- If you’re using the Format 2A to correct a catalog entry, you are already realizing the importance of using a complete catalog description with the requested formatting. This helps ensure accuracy and eliminate guesswork for those compiling the UAF Catalog.

### Section 5:

**5. IS THIS COURSE CURRENTLY CROSS-LISTED?**

YES/NO	Yes	If Yes, DEPT	NRM	NUMBER	637
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(Requires written notification of each department and dean involved. Attach a copy of written notification.)

- This section is where already existing cross-listing of courses is shown in order to update other catalog entries that need to reflect changes and corrections.
- Be sure to attach a memo or email copy of notification to other affected departments.

Submit original with signatures to Registrar's Office  
Send electronic copy to the Governance Office

**CHANGE COURSE (MINOR)**

**MINOR CHANGES INCLUDE ONLY THE FOLLOWING:**

1. Frequency in offering.
2. Minor editorial changes in title and/or course description.
3. Jointly approved proposals for cross-listing current courses.  
(Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.)  
(Stacked 400/600 level course requests are not considered minor changes.)
4. Change in course number that does not involve a change in lower/upper division status.
5. Internal departmental changes in course prerequisites not affecting courses (or degree programs) offered by other departments.

If changes cannot be considered "Minor" (as defined above), use **FORMAT 2 - CHANGE COURSE (MAJOR) and DROP COURSE.**

Catalog change deadlines established by the Faculty Senate are to be observed and the proper forms are to be used. Send Minor Change requests directly to the Registrar's Office after Dean approval. (Please send informational copy to the Governance Office.)

**SUBMITTED BY:**

Department		College/School	
Prepared by		Phone	
Email Contact		Faculty Contact	

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**1. COURSE IDENTIFICATION:**

Dept		Course #		No. of Credits	
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<b>COURSE TITLE</b>	
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**2. ACTION DESIRED: Indicate what changes:**

<b>NUMBER</b>		<b>TITLE</b>		<b>DESCRIPTION</b>	
<b>PREREQUISITES</b>		<b>FREQUENCY OF OFFERING</b>			
<b>CROSS-LISTED</b>		Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	

**3. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits**

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4. **COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)**

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5. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

YES/NO		If Yes, DEPT		NUMBER	
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(Requires written notification of each department and dean involved. Attach a copy of written notification.)

6. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

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7. **IMPACTS ON PROGRAMS/DEPTS:**

What programs/departments will be affected by this proposed action?  
Include information on the Programs/Departments contacted (e.g., email, memo)

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**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a prerequisite, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

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**APPROVALS:**

	Date	
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Signature, Chair,  
Program/Department of:

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	Date	
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Signature, Chair, College/School  
Curriculum Council for:

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	Date	
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Signature, Dean,  
College/School of:

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**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE**

	Date	
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Received Registrar's Office