# Chapter

# 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);
  - Stacking courses is NOT a minor change.
- 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, use the Format 2 – Major Course Change form (see page 24).

# 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. 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 printed catalog is March 1 (or the first day of business if the 1st falls on a weekend). Therefore, it is strongly suggested that minor changes be submitted during the prior fall semester in order to make the next printed catalog.

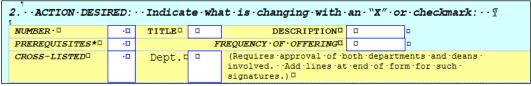
### SOME HELPFUL INSTRUCTIONS FOR THE FORMAT 2A FORM:

### Section 1:

. course identification: Use current information only.						
Dept		Course #		No. of Credits		
COURSE T	TTLE					

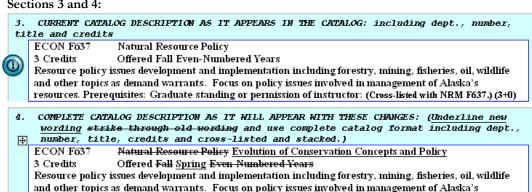
- Show the current information as it now exists, and put changes in Section 2.
- Please do not leave blank fields in this section.

### Section 2:



- 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.

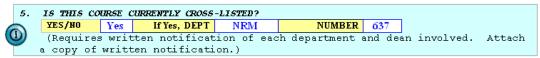
### Sections 3 and 4:



The examples given above show two important things: 1.) A complete current catalog description (which can be cut and pasted from the online UAF Catalog); 2.) A correctly changed and complete catalog description using underlining and strikethrough features to clearly show the changes. This helps the staff who compile the UAF Catalog.

resources. Prerequisites: Graduate standing or permission of instructor: (Cross-listed with NRM F637.) (3+0)

### Section 5:



- 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.

<i>~</i> 777 X X7 <i>~</i> 777	COTTDCT	(MINOR)		
CHANGE.	CULKSE	IMINURI		

### MINOR CHANGES INCLUDE ONLY THE FOLLOWING:

- 1. Frequency of 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 the FORMAT 2 - CHANGE COURSE (MAJOR) and DROP COURSE form. Include Format 5 as appropriate.

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 e-copy to the UAF Governance Office.

SUBMITTED BY:							
	Department	ı			College/School		
	Prepared by				Phone		
	Email Contact				Faculty Contac		
See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/for a complete description of the rules governing curriculum & course changes.							
1	. COURSE I	<i>DENTIFIC</i>	CATION:				
	Dept		Course	#	No. of Credits		
	COURSE TITLE	Ē.					
2			Indicato	e what is o	changing with a	an "X" or	checkmark:
	. ACTION D.			e what is (	changing with	an "X" or	checkmark:
1		ESIRED:	Indicate		Changing with a  DESCRIPTION CY OF OFFERING	an "X" or	checkmark:
]	. ACTION D.	ESIRED:		FREQUENC (Requi	DESCRIPTION TY OF OFFERING res approval of bood. Add lines at	oth departme	ents and deans
3	. ACTION D. NUMBER PREREQUISITES CROSS-LISTED . CURRENT CA	ESIRED:	Dept.	FREQUENCE (Requiinvolvsignat	DESCRIPTION TY OF OFFERING res approval of boad. Add lines at ures.)	oth department of form	ents and deans

4.	MARK-UP OF COMPLETE CATALOG DESCRIPTION ILLUSTRATING CHANGES: ( <u>Underline new wording</u> strike through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)
5.	IS THIS COURSE CURRENTLY CROSS-LISTED?  YES/NO If Yes, DEPT NUMBER  (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.
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)
	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.
AP.	PROVALS: Add signature blocks as necessary (e.g., cross listing approvals)
Г	Date
	Signature, Chair, Program/Department of:
	Date
	Signature, Chair, College/School Curriculum Council for:
	Date
	Signature, Dean, College/School of:
A	LL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE
	Received Registrar's Office