Pathway to Change a Course Number
WILLIAM J. MAXWELL COLLEGE OF ARTS AND SCIENCES
(implemented fall 2009)

1. Use the permanent course approval form (the Request for Approval/Change Form) and in the subheading for "Type of Approval Sought" check the "Change in Existing Course" Option and indicate the number change being sought.

   *Note: Put the **new course number** in the Course Title and Course Name sections of the form; and in the "specify change" section put the old course name and number and indicate that you are changing from the old to the new; a short rationale would be helpful too. You can attach more detailed explanatory notes to the form, but on the form itself put a précis of the rationale. The form itself does not indicate this,, but it will help when the form moves to the VP's office.*

2. Forward the proposal to your department curriculum committee for signature by the chair of the committee.

3. Forward the signed proposal to the department chair for review and signature.

4. Forward the signed proposal to K605, the College of Arts and Sciences Dean's Office.

5. Dean's Office forwards the proposal to the CAS Curriculum Committee for consideration.

6. CAS Curriculum Committee reviews, considers, and approves or rejects the proposal. For the proposal to move forward, the committee chair must sign the proposal.

7. CAS Curriculum Committee forwards the signed proposal to K605 Dean's Office for review, consideration, and approval. For the proposal to move forward the Dean must sign the proposal.

8. Signed proposal is forwarded to the appropriate University Senate curriculum committee (either Curriculum & Instruction for undergraduate courses or Graduate Studies for graduate courses).

9. Approved proposals are signed by the chair of the committee and forwarded to the Senate Executive Committee for inclusion on the agenda at next Senate meeting.

10. Senate votes to approve proposal. Approved courses then sent to Vice President for Academic Affairs.