

Minor Curriculum Course Change

Undergraduate

Graduate

Submit completed form to curriculum@sjsu.edu , GUP no longer accepts hard copies. The deadlines for submission are December 18 for changes to the following Fall catalog and May 20 for changes to the following Spring catalog. If you have questions, or need more information, please visit <http://www.sjsu.edu/ugs/curriculum/> and/or call 924.2449 or 924.2445. Please note that all Minor Curriculum Course Changes must be signed off by the Dean's Office and accompanied by a greensheet before submission to Graduate and Undergraduate Program Office or they will be returned to the department.

PART I- Required Catalog Information

1. Course Subject & Number <small>(e.g. NUFS 123)</small>	2. Effective Term <small>(Semester and Year)</small>
3. Course Title	
4. Home Department	5. College
6. Inactivate the course? <small>If this course is offered by other majors, please ensure you have informed them of the intent to inactivate.</small>	

PART II- Complete applicable fields to request minor course changes

New Catalog Information

7. New Prefix/Number/Alpha Suffix?	8. New Abbreviated Title <small>(No more than 18 characters)</small>
9. New Course Title <small>(No more than 40 characters)</small>	10. New subtitle <small>(No more than 18 characters, list additional topics/titles under #22)</small>
11. New course description (length may be no more than 40 words). <i>Note that all upper division University courses require at least a prerequisite:</i>	
11a. Please list any prerequisites:	11b. Please list any co-requisites:
11c. PeopleSoft screening. <i>If you wish to have screening based upon your noted prerequisite, please indicate. (No lower division courses may be used for a PeopleSoft enrollment requirement due to the large number of transfer students):</i>	
12. Grading Method change? Current:	Proposed:
13. Unit change? Current units:	Proposed units:
(Please make sure to update your degree template if this class is required for a degree)	
14. Will the course be repeatable for degree credit (NOT grade forgiveness)?	YES NO
14a. If YES, is the course repeatable in the same semester?	YES NO
14b. How many units of degree credit will be allowed for this class? <small>Please input a number of units</small>	
14c. If Repeatable for Credit, please briefly justify why and indicate how many units of degree credit you will allow. <small>(Students can repeat courses completed with grades of C- or below for grade forgiveness)</small>	

15. Course components and staffing formula. Please indicate the course classification (C/S) number(s), number of units and number of hours the course will meet. The descriptions for these C/S number, indicating the number of hours that should be scheduled for each unit for each classification type may be found at http://www.sjsu.edu/ugs/docs/Course_Classification_Inf_for_CMS.pdf.

Component	CS number	Hours	Units
Lecture			
Seminar			
Lab			
Activity			
Supervision			

15a. If the class is a multiple component, please indicate how you will want the course to be scheduled:

MANual (each lecture is linked to specific lab or activity)

WILD (any lecture may be taken with any lab)

16. This class will fulfill the written English requirement and was reviewed and approved by Graduate Studies & Research Committee or Writing Requirements Committee

YES NO

17. Is this a General Education (GE) class?

YES NO

GE Area(s): _____

Previously Approved?

YES NO

Approved
Not Approved

BOGS Chair Signature

18. This course requires an off-campus field-trip

YES NO

19. The course requires an internship in an off-campus setting

YES NO

20. This course is a Special Session Course and the course fees were approved by CFAC

YES NO

21. This course will be a Service Learning Course

YES NO

If adding or deleting a cross-listing, please submit the Cross List Course Proposal Form.

22. Please specify any other requests:

Requestor's name and email

Department Chair

College Curriculum Committee	Greensheet Checked for:	Credit Hours	YES	NO
		Accessibility	YES	NO
		Learning Outcomes	YES	NO

Dean of College or Designee

Optional Remarks

AVP, For Graduate and Undergraduate Programs
or Designee

Optional Remarks

UGS CATALOG UPDATE:

APPROVED

NOT APPROVED

Date

Form Last Updated JAN-2015