**Instructions and Important Dates for the Spring 2015 Annual Course Change Cycle**

**Course Change Proposal Instructions**

The upcoming course change cycle is a six-month cycle that will have changes take effect in Spring 2015. Faculty should begin preparing course change proposals for any active courses that need to be changed. As a reminder, changes that can be made to current courses are as follows:

* Title
* Description
* Prerequisites
* Co-Requisites
* Restrictions
* Contact Hours
* CIP Code
* Repeatability
* Equivalency
* Valid Grade Mode
* Instruction Type
* Writing Intensive Designation

Course changes that cannot be made are:

* Prefix
* Number

Course change proposals must include the Course Request Form, (Attachment C in PPS 2.01). For your convenience, you will find the official Course Request Form attached to the notification email. Items required on the Course Request Form for all course change proposals include item numbers **1-5, 12, and 19.** Additional items that may be necessary based on the requested change are item numbers **6 - 11**.

If the change to the course is to add the Writing Intensive designation, a Writing Intensive Request form (Attachment D in PPS 2.01), also attached to the email, should be submitted with the course change proposal.

 After all course change proposals have been reviewed and approved by the college and appropriate signatures have been given, course change proposals must be submitted in batch by college to Kim May in Curriculum Services, JCK 1040.

**CCC Summary Format Instructions**

 **A course change summary, “CCC Summary”, must be prepared in Arial, 12pt font for submission with the course change proposals. Please see the attached CCC Summary Example for an example of format requirements.**

The order of course actions should be listed by:

* College,
* School or Department (in alpha order),
* Changes (in alpha and number order).

Changes should be listed in order as follows:

* course prefix,
* course number,
* course title,
* course item that is changing (i.e., description, contact hours, etc.)
* and justification *in italics*.
* **Be sure to begin the justification with “Change in**” followed by the exact change(s) that is(are) being proposed to the course. The justification should be written in *italics* so as to distinguish it from the course information. Please refer to the CCC Summary – EXAMPLE document, attached to the notification email, for format examples of various changes that can be made.

Please note: If the justification is not submitted in this format on both the course form and the summary, it will be returned for correction. The required format is important so that changes are not misinterpreted or misunderstood during processing.

**Important Due Date**

 Both the course change proposals (course forms) and the CCC Summary must be submitted to Kim May in Curriculum Services on or before **Wednesday, September 24th, 2014**. The CCC Summary can accompany the hardcopy course change proposals, however, must be submitted electronically, by email to km31@txstate.edu. Please note: Documents received after the due date may not be entered into Banner prior to the beginning of Spring 2015 registration.

Please send the course forms to Kim May in JCK 1040. All forms must be signed by the Department Chair/School Director, the College Dean, and the Chair of the College Curriculum Committee (CCC). If the courses are graduate-level, Curriculum Services will route to the Graduate College for the Graduate Dean’s signature.

For further information, the policy and forms that apply to course changes may be found in PPS 2.01 on the Provost PPS Index:  <http://www.provost.txstate.edu/pps/policy-and-procedure-statements/2-curriculum-progs-course-offerings/pps2-01.html>.