

MINOR CURRICULUM COURSE CHANGE

Instructions: Download the form and save it on your computer, fill it out and submit it along with a **current accessible greensheet** to your Dean's Office for review and approval. The completed form with all signature should be sent to curriculum@sjsu.edu. The deadlines for submission are May 20 for changes to the following Spring catalog and December 20 for changes to the following Fall catalog. For a detailed list of accepted changes in the Spring and 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 accompanied by an accessible greensheet before submission to Undergraduate Studies or they will be returned to the department.

I. Required Catalog Information

Course Subject/Prefix and Number	Effective Term
Course Title	
Undergraduate	Graduate
Home Department	College

II. Please fill out only fields applicable to the requested minor course change

1. New Prefix/Number/Alpha Suffix	2. Inactivate the course
3. New Course Title (No more than 40 characters)	
4. New Abbreviated Title (No more than 18 characters)	5. New Subtitle / Topic (No more than 18 characters)
6. New Course Description (No more than 40 words; all Upper Division University courses require at least a prerequisite)	
7a. Prerequisites:	7b. Corequisites:
7c. PeopleSoft screening. If you wish to have enrollment screening based upon a prerequisite, please indicate the prerequisite(s) in this field. <i>(No lower division courses may be used for a PeopleSoft enrollment requirement due to the large number of transfer students):</i>	
8. Grading Method change	Current: Proposed:
9. Unit change (Please make sure to update your degree template if this class is required for a degree)	
Current units:	Proposed units:
10. Will the course be repeatable for degree credit (NOT grade forgiveness)?	YES NO
If YES, is the course repeatable in the same semester?	YES NO
10a. If Repeatable for Credit, please briefly justify why and indicate how many units of degree credit you will allow. (Students can repeat courses completed with grades of C- or below for grade forgiveness)	

11. **Course components and staffing formula.** Please indicate the course classification (C/S) number(s), number of units and number of hours the course has to meet. Detailed description of these C/S numbers may be found on the Course Classification form at http://www.sjsu.edu/ugs/docs/Course_Classification_Inf_for_CMS.pdf.

Component	CS number	Meeting Hours	Units
Lecture (C1 – C4)			
Seminar (C5 – C6)			
Lab (C15 – C16)			
Activity (C7 – C14, C17 – C21)			
Supervision (S23 – S48)			

11a. 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)

III. Additional curricular information applicable for this course (please check all that applies)

- This class fulfills the written English requirement and was reviewed and approved by either Graduate Studies & Research Committee (graduate courses) or the Writing Requirements Committee (undergraduate courses).
- This course requires an off-campus field trip.
- This course requires an internship in an off-campus setting.
- This course is a Special Session course and the course fees were approved by CFAC.
- This course will be a General Education (GE) class in Area(s) _____ if approved by the Board of General Studies.
- This course will be a First Year Experience (FYE) course if approved by UGS Committee.
- This course will be a Service Learning Course.

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

12. Please specify any other requests or information that is not addressed on the form

Requestor's name and email:
Department Chair's signature
College Dean or Designee's signature
Optional Remarks from the Dean
AVP, UGS, Dennis Jaehne AVP, GS&R, Pamela Stacks
Remarks from UGS or GS&R