

## **Offering a new course? Making a change to an existing course?**

### **Be aware of the following important deadlines:**

#### **March 15 – Fee changes for Spring courses**

Faculty wishing to **add, increase, or decrease course fees of <\$100** for a Spring course must submit to the Curriculum/Teaching committee: a brief justification of the fee change (email is fine), the appropriate course fee form, and an updated syllabus including learning outcomes. Changes to course fees >\$100 should be submitted as soon as possible.

#### **July 1 – Course changes for Spring courses**

Faculty wishing to enact any of the following changes to a Spring course must submit to the Curriculum/Teaching committee: a brief justification for the modification (email is fine), the appropriate course add/modification form, and an updated syllabus including learning outcomes. The following changes must be requested prior to the July 1 deadline:

- create a new course
- change units
- change course name
- change course number
- add/delete pass/fail option
- change course prerequisites
- add/delete a cross-listing
- edit course attributes (ie: Honors Contract, Writing Emphasis Course)

#### **September 15 – Fee changes for Fall or Summer courses**

Faculty wishing to **add, increase, or decrease course fees of <\$100** for a Fall or Summer course must submit to the Curriculum/Teaching committee: a brief justification of the fee change (email is fine), the appropriate course fee form, and an updated syllabus including learning outcomes. Changes to course fees >\$100 should be submitted as soon as possible.

#### **December 1 – Course changes for Fall or Summer courses**

Faculty wishing to enact any of the following changes to a Fall or Summer course must submit to the Curriculum/Teaching committee: a brief justification for the modification (email is fine), the appropriate course add/modification form, and an updated syllabus including learning outcomes. The following changes must be requested prior to the December 1 deadline:

- create a new course
- change units
- change course name
- change course number
- add/delete pass/fail option
- change course prerequisites
- add/delete a cross-listing
- edit course attributes (ie: Honors Contract, Writing Emphasis Course)