

MODIFICATIONS

- **Major Course Modification Proposal** – use for modifications to the credit course outline of record, changes to course codes, request for DE, propose for general education, multicultural or health and wellness, new or modified prerequisites, and any other modifications not resulting from a scheduled course review cycle.
- **Textbook Change Proposal**– this is an expedited proposal type to update adopted textbooks only. It should only be used on courses that have a current review date (not older than 5 years, for CTE courses, not older than 2 years). Please note the following:
 - Do not use this proposal type for course review cycles – the date on the course outline of record will not be updated! Course review cycles use the course review proposal type to make all modifications.
 - Before creating a proposal using the textbook change, make sure everything on the COR is current – if a modification is needed in addition to updating the textbook, use the minor course mod proposal type instead or major mod depending on the type of modification. Textbook changes are implemented after AP&P review whereas modifications may not be.
 - Do not use this to update noncredit courses
 - Incorrect use of this proposal type will require a new proposal on the correct proposal type.
- **Corrections Proposal**– this proposal type is an expedited process to correct errors in the course outline or proposal so that it appears as it was approved. Corrections that are not verifiable are modifications.
- **Major Program Modification** – use for all credit program modifications including program outcomes, program description, program titles, program courses, program units.
 - complete all text fields in the program modification proposal type and respond in complete sentences.
- **Package Proposal** -use to launch a group of proposals that should be routed and reviewed together.
 - Use to launch cross-listed courses
 - Make sure there is an understanding between departments as to who is the responsible department for maintaining course content in cross-listed courses.
- **Modify Noncredit Program** – modify noncredit program
- **Modify Noncredit Course** – make sure to select “noncredit” proposal types for “noncredit” courses. If a noncredit course proposal is used to launch a credit course, or vice versa, the proposal will need to be deleted and a new noncredit proposal be created and launched.
- **Deactivate Noncredit Course** – launch to permanently remove noncredit course from the catalog
- **Noncredit Course Review Proposal**– for noncredit courses, use this proposal type for reviewing all courses in a noncredit discipline for purposes of maintaining currency of course offerings in noncredit, modifications to courses can be made during the course review cycle using the noncredit course review proposal form.

Modification Review Process

Pre-CurriQunet Activities

Review justification statement, impact of modification(s) to program units and/or program outcomes, articulation status, prerequisites, discuss DL modality and course accessibility with DL coordinator/specialist, prepare required attachments (content review worksheet, GE, multicultural gender studies, and/or health and wellness worksheets, course repeatability documentation, C-ID descriptor, TMC template, etc.)

Level 1

Originator

Level 2

Tech Review Committee

Level 3

AP&P Representative

Level 4

LRC / LRC Dean

Level 5

Department

Level 6

Academic Dean

Level 7

VPAA

AP&P Committee

Level 8

Summary Report

Academic Senate

Board of Trustees

Update CO Inventory

Banner Scheduling / Banner Programs
Catalog / DegreeWorks