

## Curricular Approval Guidelines

### **Changes Requiring No Approval**

- Time changes within time blocks
- Instructor changes (as long as instructor is appointed to faculty)
- Enrollment limits on sectioned courses
- New topic 300-level or above
- Reactivating a course on hold for five years or less
- Lifting of enrollment limits
- Lifting “permission of instructor required” status
- Limiting courses to majors or by class standing
- Renumbering a course within the same level (i.e., ENG 235 to ENG 287)

### **Changes Requiring Approval within Provost’s Office**

- Change in course type (seminar to lecture, lecture to colloquium, etc.)
- Time change that cuts across or otherwise goes outside approved time blocks
- Editorial changes to course description

### **Changes Requiring Approval of CAP for information of the Faculty**

- Adding “permission of instructor required” status
- Adding enrollment limits
- New Experimental courses
- New Experimental topics for 100 or 200 level courses
- Former topic to separate permanent course
- Any course being reactivated after being on hold more than five years
- Renumbering of courses by dropping levels (ENG 268 to ENG 155)
- Renumbering courses by increasing level (ENG 295 to ENG 342)
- Mandatory S/U status
- Change in Latin Honors or WI designations on courses
- Substantial changes to existing course descriptions

### **Changes Requiring Approval of CAP and the Faculty**

- New permanent course
- New permanent 100 and 200 level topics
- New programs/majors/minors
- Substantial changes to existing majors/minors
- Change in number of credits
- Request to make Experimental course permanent
- Dual prefix status
- Change in prerequisites