Curricular Approval Guidelines

Changes Requiring No Approval

• Time changes within time blocks
• Instructor changes (as long as instructor is appointed to faculty)
• 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
• Renumbering a single course within the same level (i.e., ENG 235 to ENG 287)
• Minor editorial changes to course title and description

Changes Requiring Approval of CAP

• Change in course type (seminar to lecture, lecture to colloquium, etc.)
• Time change that cuts across or otherwise goes outside approved time blocks
• Renumbering multiple courses within the same level
• Adding “permission of instructor required” status
• Reactivation of course on hold more than five years
• Adding mandatory S/U status
• Content-related changes to existing course title and description

Changes Requiring Approval of CAP for information of the Faculty

• Adding or changing enrollment limits
• Limiting courses to majors or by class standing
• New experimental courses
• New experimental topics for 100 or 200 level courses
• Converting a permanent topic to a separate permanent course
• Renumbering of courses by dropping or increasing levels (ENG 268 to ENG 155 or ENG 295 to ENG 342)
• Change in Latin honors or WI designations on courses

Changes Requiring Approval of CAP and the Faculty

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

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