

## **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 or above level
- 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

### **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 descriptions

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

- Adding “permission of instructor required” status
- Adding enrollment limits
- New topics at 100 or 200 level
- Credit changes
- Any new course (experimental or permanent)
- Request to make experimental course permanent
- Any course being reactivated after being on hold more than five years
- Renumbering of course
- Substantial changes to course descriptions
- Mandatory s/u status
- Dual prefix status
- Change to Latin Honors designations on courses
- Substantial changes to major or minor requirements