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 Registrar for Information to 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

Changes Requiring Approval of CAP for Information of the Faculty

- Adding mandatory S/U status
- Content-related changes to existing course title and description
- 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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