

Curriculum Form Entry Guide - September 2, 2009

- All curriculum forms are completed in word and to be saved with a document extension (.doc or .docx).

- Each completed form requires an electronic and print copy. Print copies require the appropriate signatures. Some forms will require additional documentation (ex. Course outline, roadmaps, fee forms, etc.) - these must be properly filled out and attached to the completed curriculum form.

- A web browser open to the most recent online version of the catalog (<http://www.csulb.edu/divisions/aa/catalog/>) will expedite the process of completing multiple forms.

Changes to previous forms:

Course change information is presented in a vertical list.

Items Changing *(only insert information that is changing - delete any empty lines)*

Prefix:

Number:

Double Number:

Suffix:

Course Title:

Course Short Title:

Units:

Prerequisite(s):

Corequisite(s):

Course Description:

Grading:

Repetition:

Course Fees:

Multiple Offerings:

Classification:

Contact Hours Statement:

In this example we will be changing the number and prerequisite(s) of a course. By editing the gray form field box, we will erase all information but what we are changing.

Items Changing *(only insert information that is changing - delete any empty lines)*

Number:

Prerequisite(s):

Then we will include the new information and we're done.

Items Changing (only insert information that is changing - delete any empty lines)

Number: 336

Prerequisite(s): ART 100 and consent of instructor

Other Curriculum Form Information

- Course asterisks regarding designating course inclusion in degree programs are no longer used by CSULB in the Catalog.
- Changes to cross-listed courses and double number courses need to be submitted for each course involved. Removal of the cross listing or revision of the submission may be necessary if they are not.

FAQs

Question: A form field ask if my changers are a minor or major description or title change? -This is a question designed for the user to think about whether a drastic change in the focus of the course should use a "Course -Change" form or a "Course -New" form.

CHANGE – Is this a minor or major description or title change? Select an option: ▼

If these changes are major, please answer the following:
If the course is used in a degree, does it still meet the same deg
If "No", please explain the differences:

GRADING – (Delete all but the appropriate information. If 'Let
grading only', include in supplemental information on Line 5.)
Letter grade only (A-F)

Select an option:
Minor
Major

Question: When dropping the course, I'm asked if this course is a requirement? -If a course is dropped and there is a replacement course, check to see if the course is a degree requirement for any program. If so, a Program -Change form needs to be created for the

Is this course a degree requirement? Select an option:

If "Yes", is there a replacement course? Select an option: Course:

Can the replacement apply to prior catalog years? Select an option:

To request a substitution or waiver of prior published degree requirements, fill out the form found at: http://www.csulb.edu/divisions/at/cms/end_user/SA/forms/sub_prior_degree_reqs.pdf and submit to Enrollment Services.

Question: In the Program change form - what do I do? Current Catalog Text -Cut and paste the information that is changing of the current catalog text from the most recent catalog: <http://www.csulb.edu/divisions/aa/catalog/>. For December curriculum submissions only: if you submitted a change to this program during the July curriculum cycle, do not copy the current catalog text into this form -use the information in the October certification. The delineate all changes as simply as possible.

List changes: *(please delineate all changes to be made in new text)*

ART 234 replaced by ART 288.

AH 200 removed from degree requirements.

AH 211 added to degree requirements.

Final sentence in paragraph two revised.