

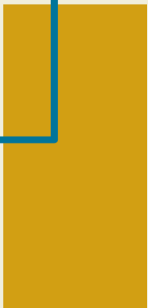
Modern Campus Curriculum



# **COURSE CHANGE PROPOSAL**

I WANT TO MAKE CHANGES  
TO AN EXISTING COURSE

Training Guide



# Course Change Proposal Pre-Submission

1

## Write your **CHANGE JUSTIFICATION**

Every course change proposal must include a clear and concise justification explaining the reason for the change. The justification should describe what is changing, why the change is necessary, and how it benefits students, the curriculum, or the department. Strong justifications help reviewers understand the intent behind the proposal and support informed decision-making.

**Note:** If your proposed change significantly alters the course's purpose, scope, or structure, it should not be submitted as a change proposal. Instead, submit a new course proposal to reflect the substantial revision.

2

## Your change requires a **NEW SYLLABUS** if:

### **a. Change in Credit Hours**

A new syllabus must be provided if the number of credit hours for the course is changing. This ensures that the revised workload, contact hours, learning outcomes, and assessments align with the updated credit hour value and comply with institutional and accreditation standards.

### **b. Change in Distribution of Hours**

A new syllabus is required if there is a change in the distribution of instructional hours—such as converting lecture hours to lab, studio, or other instructional formats. This change impacts course delivery, student engagement, and instructional expectations, all of which must be clearly reflected in an updated syllabus.

### **c. Change in Course Title or Description**

A new syllabus is required when the course title changes or when there is a substantial revision to the course description. These changes often signal a shift in course content, emphasis, or intended learning outcomes, and the updated syllabus should accurately reflect those adjustments for transparency and alignment.

### **d. Change in Course Numeric Level**

A new syllabus is required when a course is renumbered to a different level, for example, moving from a 1000-level to a 2000-level course. This change typically reflects a shift in academic rigor, prerequisite knowledge, or learning outcomes, and the updated syllabus should clearly demonstrate how the course content aligns with its new level.

# Course Contact Hours Matter

Save time and avoid errors! Use the tables below to quickly and accurately calculate your course credit hours. These guides ensure your proposals align with credit hour requirements, keeping the approval process smooth and hassle-free. Double-check your calculations here before submitting!

## Hours Breakdown by Credit Hour

(Based on a 15 week schedule)

CREDIT HOURS	WEEKLY CONTACT HOURS	MINIMUM WEEKLY OUT-OF-CLASS HOURS	TOTAL HOURS PER SEMESTER
1	1	2	45
2	2	4	90
3	3	6	135
4	4	8	180
5	5	10	225
6	6	12	270

## Lab Hours Breakdown by Credit Hour

(Based on a 15 week schedule)

CREDIT HOURS	WEEKLY CONTACT HOURS	MINIMUM WEEKLY OUT-OF-CLASS HOURS	TOTAL HOURS PER SEMESTER
1	2-3	2	60
2	4-6	4	120
3	6-9	6	180
4	8-12	8	240
5	10-15	10	300
6	12-18	12	360

# Course Change Proposal Submission Steps

1. From your Dashboard, click the **New Proposal** button

**+ New Proposal**

2. Locate the **General Catalog Course Change Form** and select the **CHECK ICON** to start



3. Complete the **CURRICULUM INVENTORY FIELDS**  
(You must provide one of the following)

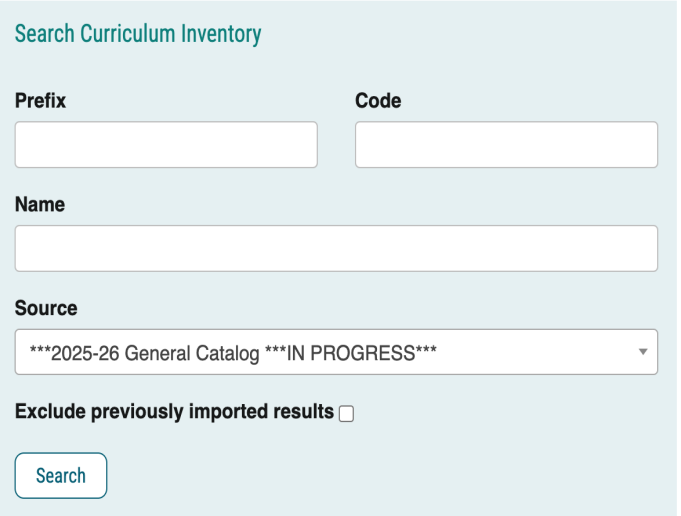
3a. **PREFIX (Rubric)** or

**COURSE NUMBER (CODE)** or  
**COURSE NAME**

3b. Ensure **SOURCE** is marked as:

**\*\*\*AY-AY General Catalog\*\*\*IN PROGRESS\*\*\*\***

3c. Click Search



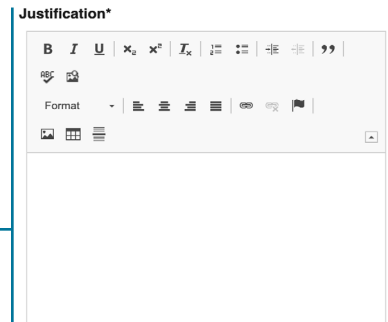
4. Select the correct course by clicking the icon



5. Click **BUILD PROPOSAL**

**Build Proposal**

6. Enter **JUSTIFICATION** (Text Box)



7. **HIERARCHY OWNER** - Select your **department**

**\*Note:** Once a course is selected, many fields will automatically populate with current catalog information, ensuring accuracy and reducing manual data entry. Faculty can then review and make necessary updates as needed.

8. Make necessary **COURSE CHANGES** - After auto-population, review and update the fields as needed to reflect your desired Course Change Proposal.

9. Complete **REQUIRED FIELDS** (Some required fields do not auto-populate. Those are denoted with an asterisk)

10. Enter the **FINAL ASSESSMENT** of the course (ex: final exam, final project, etc..)

11. Select appropriate option: **Is this an Integrative Learning Core (ILC) course?**

# Course Change Proposal Continued

12. Select **DEPARTMENT-LEVEL COMMITTEE**
13. Select **COLLEGE-LEVEL COMMITTEE**
14. Attach **SYLLABUS** and additional supporting documentation
  - 14a. Click to acknowledge documents have been successfully attached.
15. **LAUNCH** proposal
16. **APPROVE** proposal
  - 16a. Click **DECISIONS** (Dashboard side-bar)
  - 16b. Click **APPROVE PROPOSAL**



Validate and Launch Proposal

## What's Next?

### Don't Forget to Approve Your Proposal.

After launching, be sure to click "Approve"—the originator always takes the first step. From there, stakeholders can approve, reject, or hold the proposal for revisions.

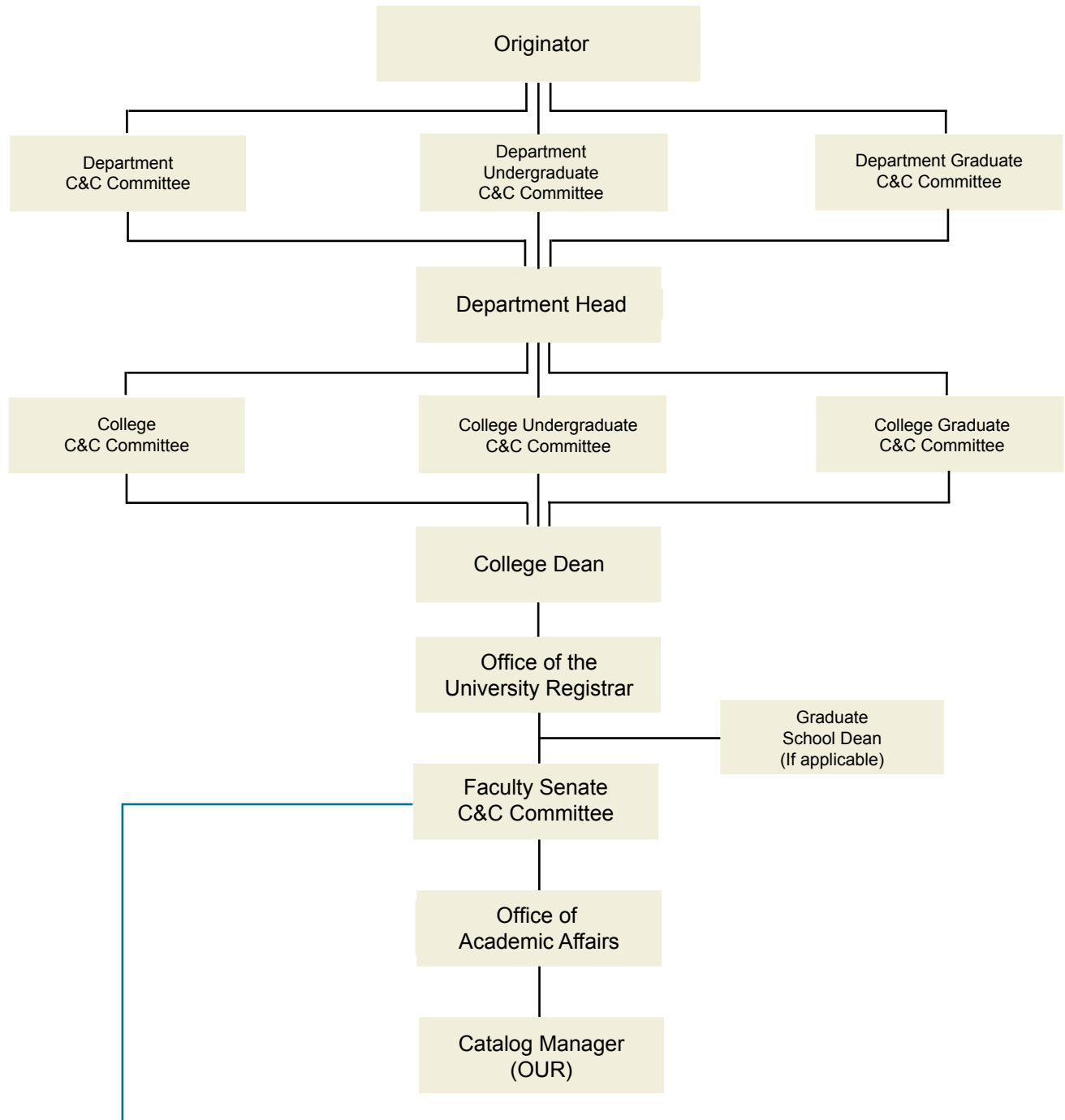
### Know the Workflow.

Check the approval workflow to see who will review your proposal and what to expect next. Staying informed helps you track progress and address revisions quickly.

### Track in Real Time.

Modern Campus Curriculum lets you see exactly where your proposal is in the approval process. Check the workflow status to track progress, identify pending approvals, and stay informed every step of the way!

# Know the Workflow!



## Custom Route

The **Faculty Senate Courses and Curriculum (C&C) Committee** can initiate custom routes in Modern Campus Curriculum for course change proposals. In addition to approving or rejecting a proposal, the C&C Committee can conditionally approve (conditionally approved pending specific revisions or additional information before final approval) or request a revise & resubmit (requested to be revised and resubmitted with significant changes before reconsideration).

For originators, this means your proposal may follow a customized approval path beyond the standard workflow. Staying informed on its progress will help you anticipate next steps and respond promptly to any revision requests.