

## REQUEST FOR COURSE REVISION or CANCELLATION

**Conduct a catalog search to determine if your course revision proposal will impact any other courses/departments/programs in your college or other colleges. Your course revision proposal could impact the credits of a program of study, the pre-reqs for a specific course, or the equivalency with another course, and the demand and access for the course.**

### 1. Open up the ACC E-form:

- Enter Submitter Details
- Enter Course Rubric e.g. ENG
- Enter Course Number e.g. 101, then hit 'Tab'. This action will result in an automatic fill-in of the current catalog course details.  
**BE SURE TO CHECK THAT YOU HAVE ENTERED THE CORRECT RUBRIC/SUBJECT and COURSE NUMBER, as you will not be able to edit it after the automatic fill-in, and will have to create a new e-form.**
- Select if you are proposing a course cancellation or a course revision.
- Complete the details for the **Reason for Cancellation or Revision**.
- If you are proposing a course revision complete the details on the **Impact on Resources**, then tab. If you are completing a course cancellation skip the rest of the questions and forward the e-form to the next approver.
- If you are completing a course revision proposal – check all the fields of revision types. Course number changes are not considered course revisions, and is not an option on the course revision form. You will need to do a course cancellation of the current course number and then a proposal of a new course number.

### 2. Complete details in Section A: Course Title

- The current Title automatically appears in the yellow box, so tab to the next box which is the Change to text box
- Edit the current title by using ~~striketrough~~ to cancel text, and underline to add text, using the Word Doc tools.
- Enter the Revised Title, and then hit the  icon. The Final Course Title will be transferred to the text box.
- Enter the New Revised Transcript Title (up to 30 characters, including spaces, commas, etc.), then tab

### 3. Complete details in Section B: Course Details

The current catalog course description will appear in the Present Text box. Tab to the 'Change to' text box.

- Edit the current course description by using ~~striketrough~~ to cancel text, and underline to add text, using the Word Doc tools. Please avoid lengthy course descriptions. Descriptions should be concise. Include 'S/U grading' text as part of course description, for those courses being revised to S/U grade mode. If this course will now be equivalent to another course, include the details in the course description, e.g. 'Also offered as ESTU 120'. . Enter course repeatability details as part of the course description, e.g. 'Repeatable up to 10 credits'. **Writing Proficiency details are not included in course descriptions.**
- Next click on the  button. This action will transfer all your edits to the FINAL COPY.

### 4. Complete details in Section B: Pre-requisite Details:

- **Prerequisite(s)** – List courses required prior to student registering for main course
- **Prerequisite(s) with concurrency** – List courses required by student that can be taken in the same quarter of main course offering, or could have been taken previously.
- **Co-requisite(s)** – List courses required by student to be taken in the same quarter as the main course offering. These co-req courses cannot be taken previously or later.
- **Acceptable MATH or other equivalent courses** (e.g. HNRS. MATH placement tests, or AP Courses etc.) List these courses in the text box, include acceptable test scores and if concurrency is allowed or not.

- **Check if pre-reqs are to be enforced or not for Registration purposes.** When you build your Schedule for new courses, please request Troy Ragsdale to enforce or not pre-reqs for registration. The pre-req Text details appear in the E-Catalog and Classfinder as approved by curricular minutes and ACC. **The Catalog office does not edit pre-req text details per quarter or CRN to accommodate enrollment in sections.** By default all pre-req courses are coded with a C- minimum passing grade for registration, unless the course is a Teacher Ed course, or has been approved by ACC to have pre-req courses with passing grades of higher than C-.
- Complete rationale for prerequisite(s) and co-requisite(s).

**5. Complete details in Section C: Collegial Communication: other departments in college agreement:**

- **REQUIRED:** Complete the first question in this section:  
**'Have faculty in the department/program been notified and approve this change?'**
- **Remember to conduct a catalog search to determine if your course revision proposal will impact any other courses/departments/programs in your college or other colleges. Your course revision proposal could impact the credits of a program of study, the pre-reqs for a specific course, or the equivalency with another course, and the demand and access for the course.**
- Select appropriate button for approval by other departments/programs in the college
- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these changes **MUST** be notified and agreement with the changes must be obtained before sending the form forward. Send the form to each person/entity identified and receive comments **PRIOR** to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.
- Enter contact person and details in the comment box. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details. Examples of comments can include course equivalency details or if course will be team taught by different faculty from different departments/programs.
- Using the ACC guidelines, determine if course revision is an **Expedited Change** or not. If YES – proceed to the bottom of the form to approve and submit form.  
**NOTE: The Expedited Change option will be available when ACC finalizes the definition and expedited process.**

**6. Complete details for Section D: Other College or Program Agreement (to be completed if course revision is not an expedited change):**

- Conduct an e-catalog search to determine if your course revision proposal will impact any other courses/departments/programs in other colleges or programs.
- Select appropriate button for approval by other department/programs in other colleges
- Enter contact person and details in the comment box. Examples of comments can include course equivalency details or if course are team taught by different faculty from different departments/programs. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details.

**7. Complete details in Section E: GUR Course Revision**

- Select if course being revised is also a GUR course
- If course proposal is not a GUR – skip to FYE section and completely accordingly.
- If yes, complete the section on the GUR details
- Use the Example of model rationale when explaining how the proposed course meets the catalog description for the specified GUR category
- If you are the designated CUE committee member to comment on the GUR proposal request – please comment and check the 'approved', 'not approved' or 'tabled' button.

**8. Complete details in Section F: FYE Course Revision**

- Select if course being revised is also an FYE course
- If yes – complete the FYE CATEGORY details
- If no – proceed to route the form to the next approver
- If you are the designated CUE committee member to comment on the GUR proposal request – please comment and check the 'approved', 'not approved' or 'tabled' button.

## CAREFULLY PROOF YOUR FORM

### 9. E-Form Approval Process:

- Submitter emails e-form to Department Chair/Program Director
- Department approves course revision or cancellation proposal or sends back to submitter for correction
- Upon final department approval – Department Chair/Program Director forwards e-form to College Curricular Committee
- Course Revision or Cancellation proposal is reviewed by College Curriculum Committee.
- **FOR EXPEDITED APPROVALS: Currently this option is not active and will default to 'NO'**
- **FOR REGULAR APPROVALS:** If approved by the College Curriculum committee the e-form is forwarded to other College or Curriculum Committees, if applicable, (e.g. CUE, TCCC, Graduate Council). If additional approval is not required by other curricular committees – the College forwards the e-form to the Catalog Coordinator.

### 10. FINAL APPROVAL OF ACC FORM:

- **After your ACC form has been approved by ACC (via curricular Minutes) and the Faculty Senate, the Catalog and Curriculum Coordinator will enter the details in Banner Catalog and lock the E-Form.**
- **The locked E-Form will automatically be sent to the original submitter of the form.**