

INSTRUCTIONS FOR UNDERGRADUATE COUNCIL REQUESTS (Rev. 8/08)

ADD/DELETE: If you are adding or deleting a course, curriculum, etc., circle the "Type of Action Requested" and type in the space labeled "Catalog Text" the text to be added or deleted. If the space available is not sufficient, please use a separate page and type the words "see attachment" in the space provided on this form.

REVISE: If this is a revision, type the most recently approved wording (not necessarily the wording in current catalog) as well as the new wording/numbering. Draw a line through any portions of the current text which you want to delete. Place brackets "[]" around any new wording/numbering. See the examples below. If you have any questions, call x3121.

COURSES AVAILABLE FOR GRADUATE CREDIT: You must also complete a separate Graduate Curriculum Request form **if** you are adding a new course you want to make available for graduate credit **or** revising the course number, credit hours, cross listing, and/or description of an existing course. The Graduate form is **not needed if** you delete the undergraduate course or if your revisions are limited to changes in the title or prerequisite/corequisite.

A. REVISING AN EXISTING COURSE

The complete catalog text should be provided even if the change is limited to one part such as the course number, title, or credit hours.

Example 1: Change in Course Number Only

401-~~(601)~~ [410 (610)] Political Theory (3) A review of major political ideas through a systematic study of key philosophers from ancient Greece to the present.

Example 2: Change in Credit Hours Only

401 (601) Political Theory (~~3~~ [4]) A review of major political ideas through a systematic study of key philosophers from ancient Greece to the present.

Example 3: Change in Course Title, Description, & Prerequisites

401 (601) [Modern] Political ~~Theory~~ [Thought] (3) A review of major political ideas through a systematic study of key philosophers from ~~ancient Greece~~ [1500] to the present. [Prereq: POSC 210-220 or instructor's approval.]

B. REVISING ADMISSION, ACADEMIC CONTINUATION, OR DEGREE REQUIREMENTS

Only the pertinent sections of the most recently approved text need to be provided. If the space available does not suffice, please use a separate page and type the words "see attachment" in the space provided on this form.

Example 4: Change in Degree Requirements

BACHELOR OF SCIENCE IN AGRICULTURE

II. Agriculture Common Course Requirements (~~48~~ [21] hours)

Agriculture 390	2
Agricultural Economics 110	3
[Agricultural Economics 220	3]
Agricultural Engineering Technology 110	3
Animal Science 110	3
Plant Science 440 [220]	3
Soil Science 210	4

Submit the signed original to University Catalog Office, 303 Administration, no later than noon on the 2nd Thursday prior to the next Undergraduate Council meeting.