SECTION 3 - NONSUBSTANTIVE COURSE PROPOSALS

Revised: 3-22-17

3.1 Nonsubstantive Course Proposals Definition
3.2 Deadline for Nonsubstantive Course Proposals
3.3 Approval Process for Nonsubstantive Course Proposals

3.1 NONSUBSTANTIVE COURSE PROPOSALS: NONSUBSTANTIVE proposals include any change in course title or description which genuinely does not alter the nature of the course, and prerequisite changes that affect only the submitting department. Course number changes for sequencing purposes that do not change the level of the course are considered nonsubstantive. NONSUBSTANTIVE proposals must receive the approval of the Chair of the University Curriculum Committee.

3.2 DEADLINE FOR NONSUBSTANTIVE COURSE PROPOSALS

NONSUBSTANTIVE course proposals may be submitted at any time. However, proposals should be completed by the course schedule due date (three weeks before registration begins) for the changes to be implemented for the registration cycle, otherwise, changes will be implemented for the next registration cycle. Nonsubstantive proposals are to be submitted through Curriculog on the Course Revision Form. Please be sure to select the nonsubstantive option. To get to Curriculog you may select the link from the University Curriculum Canvas Course, type weber.curriculog.com into any browser, or through the eWeber portal and type in Curriculum Proposals.

3.3 APPROVAL PROCESS FOR NONSUBSTANTIVE COURSE PROPOSALS

Department Chair

Dean of College

University Curriculum Committee Chair

Cattracks and Banner Review