

Instructions for General Academic Course Update Request Form

- 1. Colleges Affected:** Identify college(s) affected by placing an "X" beside the appropriate college(s).
- 2. Faculty/Staff Completing Form:** Provide the name, title and extension of the faculty/staff person completing the form.
- 3. Effective Semester/Year:** Identify the semester and year the course is effective by placing the year beside the semester indicated: **Example:** FALL 2017
- 4. DCCCD Course Prefix, Number and Course Title:** Provide the course prefix, number and title of the course.
- 5. DCCCD Current Course Description:** Provide the course description of the course as it *currently* appears in the catalog.

NOTE: The Curriculum Management Office will alter course descriptions to include statements related to (1) cross-listed courses; (2) special topics courses; and/or (3) repeatability once it has been determined the course should be added to the list of exemption categories as defined by the Repeat Committee.

- 6. Course Data:** (*Information for this section is found in the Lower Division Academic Course Guide Manual.*)
 - a. Update Code:** Indicate whether the course is being added, deleted or revised. If the course is being revised, please provide a short summary of the changes/revisions of the course in the designated space.
*Examples: The course number for this course has changed **from** ENGL 13XX **to** ENGL 14XX. The lecture hours for this course has changed **from** 3 lecture hours **to** 4 lecture hours.*
 - b. Approval Number (CIP Code) Assigned:** Provide the approval number (CIP code).
 - c. Contact Hours per Week (Lecture/Lab):** Provide number of contact hours per week.
 - d. Total Semester Contact Hours:** Provide number of total contact hours for the course.
 - e. Semester Credit Hours:** Provide the number of credit hours for the course.

Discipline Chair Signature and Campus VPI of Discipline Chair Signature

The form must include the appropriate signatures of the Chair of the Discipline Committee and the Campus VPI of the Discipline Chair.

If you need assistance with completing this form, please contact Lee Bell at (214) 378-1718.

**GENERAL ACADEMIC COURSE UPDATE REQUEST
FOR A COURSE FROM THE LIST OF APPROVED COURSES**

1. Identify college(s) affected by placing an "X" beside the appropriate college(s):

<input type="checkbox"/>	BHC	FICE CODE 021002	<input type="checkbox"/>	MVC	FICE CODE 008503
<input type="checkbox"/>	CVC	FICE CODE 003561	<input type="checkbox"/>	NLC	FICE CODE 020774
<input type="checkbox"/>	EFC	FICE CODE 008510	<input type="checkbox"/>	RLC	FICE CODE 008504
<input type="checkbox"/>	ECC	FICE CODE 004453	<input type="checkbox"/>		

2. Faculty/Staff Completing Form: _____

Title: _____ Ext: _____

3. Effective Semester/Year: **Spring** _____ **Fall** _____ **Summer** _____
(Please include the year.)

4. DCCCD Course Prefix and Number _____

DCCCD Course Title _____

5. DCCCD **CURRENT** Course Description:

6. Course Data:

(Information for this section can be found in the Lower Division Academic Course Guide Manual.)

a. Update Code: **Add** _____ **Delete** _____ **Change/Revise*** _____

*Please provide a short summary of the changes/revisions of the course.

b. Approval Number (CIP Code) Assigned: _____

c. Contact Hours Per Week: **Lecture:** _____ **Lab:** _____

d. Total Semester **Contact Hours:** _____ e. Semester **Credit Hours:** _____

Discipline Chair Signature	College	Date
Campus VPI of Discipline Chair Signature	College	Date

If you have questions or need assistance with completing this form, please contact Lee Bell at (214) 378-1718.