THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
UNDERGRADUATE COURSE UPDATE FORM

☐ ADD
☐ DELETE
☐ CHANGE ---- **NOTE: If Course # is Changing – Old Number will be DELETED and New Number will be ADDED.)**

Date: _____ Date To Be Effective: _____

<table>
<tr><td></td><td><i>UCC Only</i></td></tr>
<tr><td></td><td>Credit Hours Approved</td></tr>
<tr><td></td><td>☐</td></tr>
<tr><td></td><td>Chair: _____</td></tr>
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For Delete or Change
Course As It Now Appears In The Catalog

_____ _____ _____ ___ Credit Hours ___ Lec ___Lab
Discipline   Number   Complete Title   Contact Hours

Complete Course Description (include a listing of any prerequisites):_____
_____
_____

For Add or Change
Course As It Will Appear In The Catalog

_____ _____ _____ ___ Credit Hours ___ Lec ___Lab
Discipline   Number   Complete Title   Contact Hours

Complete Course Description (include a listing of any prerequisites):_____
_____
_____

18-character short title for adding course: _____
(Remember to count spaces as part of the character field.)
Is this course being submitted to the University Curriculum Committee for approval to fulfill a general education requirement?
      Yes   No (If this is a new addition to courses to fulfill general education requirements, this course update must be accompanied by a Core Course Proposal Form

Will this course carry a lab or supplemental fee (If a fee is needed, a separate request for fee approval must be made to the VPAA by November 1st): ☐**Yes**   ☐**No**

Is this course **repeatable for additional credit**?   ☐**Yes**   ☐**No**
Repetition Limitations:

Cross-listing Recommended. Discipline: _____   No: _____
(If cross-listing is recommended, the course update for the cross-listing must accompany this request.)

List Every Major and Minor for which this is a newly required course: Major: _____
                                                                          Minor: _____
(This course update must be accompanied by a program change request for each Major or Minor indicated)

Please Describe The Reason For This Update:_____
_____

This action should be reflected in the University catalog beginning with the catalog year: _____.

Signature Sequence: (U) Undergraduate

1. _____
   Proposer   (U)

2. _____
   Coordinator (CAS and SOB)   (U)

3. _____
   Department Chair (CAS and SOE)   (U)

4. _____
   College/School Curriculum Committee   (U)

5. _____
   Dean   (U)

6. _____
   Chair, General Education Committee   (Gen.Ed. Courses only)

7. _____
   Chair, University Curriculum Committee (U)

8. _____
   Vice President for Academic Affairs   (U)

Required Signatures and Routing of the Course Update Forms

Which *signatures* are required on the Course Update Form depends upon the College/School and whether the course is being submitted to fulfill a general education requirement. The *routing* of the form also depends on the College/School and whether the course is being submitted to fulfill a general education requirement

*Course Update Forms for **Undergraduate Courses***

These forms must be **signed by** the following in this order:

- Proposer
- Coordinator (School of Business and College of Arts and Sciences)
- Department Chair (College of Arts and Sciences and School of Education)
- College/School Curriculum Committee
- Dean
- General Education Oversight Committee (General Education courses, only)
- University Curriculum Committee
- Vice President for Academic Affairs

However, the **routing** of the form for tracking purposes is in the following order:

- Proposer
- Coordinator (School of Business and College of Arts ans Sciences)
- Department Chair (College of Arts and Sciences and School of Education)
- Dean's Office to log in (Associate Dean, School of Education, only)
- College/School Curriculum Committee
- Dean
- Vice president for Academic Affairs' Office to log in
- University Curriculum Committee
- General Education Oversight Committee (General Education courses, only)
- University Curriculum Committee (General Education courses, from Gen. Ed. Oversight Comm.)
- Vice President for Academic Affairs
- Registar, Dean, and University Curriculum Committee