

INSTRUCTIONS FOR THE REQUEST FOR COURSE ACTION/GENERAL EDUCATION FORMS

Forms are available in the Academic Senate Office, or on the Council on Educational Policy web site.

Note:

Inclusion in the Catalogue: Course action requests not received in the Academic Senate Office by the mid-December deadline will not be considered for the new UCI General Catalogue.

For Teaching Purposes: A course action request must be submitted at least one quarter before the course is to be offered.

ACADEMIC UNIT

1. Verify and complete all information. Incomplete forms will be returned to the originating unit.
2. The slot marked "Department (Discipline)" should be filled in with the designation used in the *Schedule of Classes*. For example, a Mechanical Engineering course should be listed as ENGR ME. An Italian course offered by the Department of French and Italian should be listed as "ITALIAN."
3. An expanded outline or syllabus is required for all new courses.
4. Forms for cross-listed or concurrent courses must be submitted simultaneously.
5. Use the "Justification for Action" section to provide information pertinent to your request. If there is not sufficient room, do not alter the form but use a second sheet of paper. If you are requesting a course for general education, use this section to explain how the course provides general education.
6. Obtain signatures of Dean and Chair and forward the form, with backup materials, to the Registrar's Office. Retain a copy for your records.
7. For specific information refer to the Policies and Procedures Manual for the Committee on Courses.
8. FOR ASSISTANCE:
 Leslie O'Neal, University Editor's Office (x44391)
 Michelle AuCoin, Academic Senate Office (x46728)
 Paul Lampano, Registrar's Office (x46122)