Guidelines for changes to existing course.

Revision of an existing course can be simpler than preparing a new course proposal. However, the CASNR curriculum committee will usually spot an attempt to so completely revise a course that it is in essence a new course. More importantly, the new expectation that any revised course include a course syllabus means that the only significant parts of a new course that are not in a course revision are the sections titled “justification” and “relation to other courses”.

Changes to an existing course does not remove “unaltered elements” from scrutiny. For example, changing the course title and nothing else, will still leave the bulletin description open to change (especially from Tony Schkade!). Thus it is useful to review the expectations for a new course:

http://snrs.unl.edu/information/documents/guidlines.pdf

Required elements for a proposal to change a course:
- CASNR Action form
- Form A
- Current Syllabus
- Letters of support from cross-listed units/majors or affected units (if applicable)

One common area of confusion in filling out Form A involves the D/F removal line. This refers to how the records office will handle grades for a student who attempts to remove a D/F from your course by retaking the course after the course changes go into effect. The most common approach is to check YES (even if you have never given a D or F grade). The only reason to check NO would be if the course has changed so dramatically that it is a different course. This of course is a flag to the CASNR curriculum committee that it is a new course in disguise and they will review it accordingly.

Letters of support from a cross-listed unit/major may be obvious. Less obvious may be the need for letters of support from a unit/major that might be impacted by a course. It should be sufficient to look for any obvious conflicts and request letters of support (e.g., Biological Sciences, Agronomy). When in doubt ask someone with experience or the current School of Natural Resources representative on the CASNR curriculum committee.

The current syllabus must have a grading scale and related information as described under the new course guidelines.