University of Nebraska Kearney

Academic Affairs
Catalog Course Description Change

Instructions: _Department chairs or program directors may submit course description changes directly to the Academic Affairs Office. The changes can be described in the boxes below or written in red on a photocopy of the current catalog page(s) and attached to this form._

This form is used only for changes in wording or format and not for content changes to courses or programs. _Changes of content, which include, but are not limited to the title of the course, number of credit hours, and prerequisites, must be approved by the Department, College, Faculty Senate Academic Affairs Committee, and the SVCASA by submitting a request through the CAP system._

In instances where a change in content is being requested through the CAP system, course description changes should be added to that request, and this form should not _be completed._

COURSE NUMBER:_____ COURSE TITLE:_____

Old catalog copy:

New catalog copy:

Approval Signatures

_____   _____
Department Chair / Program Director   Date

_____   _____
SVCASA or Designate   Date

form updated 2012   Undergraduate Course Description