



## Curriculum Form – To Update a Course Description for the Online Catalog

**Attention:** This form is to be used ONLY when the course description is being updated. All other changes will require Curriculum Committee (CC) approval. The changes will be implemented in Banner and the catalog based on the deadlines established by the Curriculum Committee. **IF YOU WISH TO MAKE CHANGES TO THE EXISTING PRE- REQUISITE(S) AND/OR COREQUISITE(S) THIS IS NOT THE RIGHT FORM.**

**Instructions:**

1. Complete all sections of this form. Additional information can be found in the Curriculum Committee Sourcebook (see committee website at: <http://www.utica.edu/academic/facultyinfo/curriculum.cfm>)
2. After approval by the appropriate dean and the Curriculum Committee liaison to your school, please submit *one* hard copy with appropriate signatures to The Catalog Oversight Group Chair/College Registrar and an *identical* electronic version to the catalog’s email at [catalog@utica.edu](mailto:catalog@utica.edu) (The electronic copy does not need signatures, but it does need to include the typed name of the person signing the paper copy and date of signing.)

Section I - Contact Information	
Name	
Phone	
E-mail	
Department/Program	
School/Division	
Section II - Course Information	
Course Prefix and Number	
Course Title	
From:  Proposed Course Catalog Description (30-100 words)	
To:	



**Section III – Approvals:**  
*By signing, the individual indicated is signifying approval of this submission.*

Chair/Program director  
(name) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Hard Copy Only) \_\_\_\_\_ Date \_\_\_\_\_

Curriculum Committee  
School Liaison (name) \_\_\_\_\_ Date \_\_\_\_\_

Signature(Hard Copy Only) \_\_\_\_\_ Date \_\_\_\_\_

Dean/ Associate Dean  
(name) \_\_\_\_\_ Date \_\_\_\_\_

Signature(Hard Copy Only) \_\_\_\_\_ Date \_\_\_\_\_

For Committee Use

Catalog Oversight Group \_\_\_\_\_ Date \_\_\_\_\_

**RETURN PAPER COPY TO:**  
Craig Dewan, College Registrar

**RETURN ELECTRONIC COPY TO:**  
Scan and email: [catalog@utica.edu](mailto:catalog@utica.edu)  
Fax: 315-792-3020