# Program, Course, & Scheduling Approval Pathways

## “How do I...”

### Change/Update Program Requirements?

<table>
<thead>
<tr>
<th>Action</th>
<th>1. Registrar</th>
<th>2. Department or Interdisciplinary Committee*</th>
<th>3. Division*</th>
<th>4. CAPP</th>
<th>5. The Faculty</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or revised program requirements</td>
<td>Consultation</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Written Proposal</td>
</tr>
</tbody>
</table>

### Add a new, or Revive an old Course?

- New courses
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Revived courses (after 6 years)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

### Revise/Update a Current Course?

#### Type of change...

- Content/description (minor change)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Content/description (substantive change)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Cross-listing
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Instructional Method (lecture, conference, etc.)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Number (minor renumbering change)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Number (change in course level)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Prerequisites (removal or reduction)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Prerequisites (increase, addition, or change)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Repeatability
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Requirements (major/program requirements)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Requirements (Group/Division requirements)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Title
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

- Units (increase or decrease)
  - 1. Department or Interdisciplinary Committee*
  - 2. Division*
  - 3. Registrar
  - 4. CAPP
  - 5. The Faculty
  - Documentation

Registrar, 8/16/22
## “How do I...”

### Restrict/Manage Enrollment?

<table>
<thead>
<tr>
<th>Type of restriction</th>
<th>1. Registrar</th>
<th>2. Department or Interdisciplinary Committee*</th>
<th>3. Registrar</th>
<th>4. CAPP</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Criteria</td>
<td>Consultation</td>
<td>Yes</td>
<td>Processing</td>
<td>Yes</td>
<td>Request to Limit Enrollment Form</td>
</tr>
<tr>
<td>Reduce maximum limit of class</td>
<td>Consultation</td>
<td>Yes</td>
<td>Processing</td>
<td>Yes</td>
<td>Download from the Registrar’s Web Page</td>
</tr>
<tr>
<td>Reserve seats for new students</td>
<td>Consultation</td>
<td>Yes</td>
<td>Processing</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### Change the Schedule?

<table>
<thead>
<tr>
<th>Type of change</th>
<th>1. Department or Interdisciplinary Committee*</th>
<th>2. Division*</th>
<th>3. Registrar</th>
<th>4. Administration Committee</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional section (pre-approved course)</td>
<td>Yes</td>
<td>No</td>
<td>Processing</td>
<td>No</td>
<td>Email the Registrar’s Office</td>
</tr>
<tr>
<td>Cancellation</td>
<td>Yes</td>
<td>No</td>
<td>Processing</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Instructor change</td>
<td>Yes</td>
<td>No</td>
<td>Processing</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Room change request</td>
<td>No</td>
<td>No</td>
<td>Processing</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Time change (approved meeting time)</td>
<td>Yes</td>
<td>Depends on potential conflicts</td>
<td>Processing</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Time change: Non-standard meeting time</td>
<td>Yes</td>
<td>Depends on potential conflicts</td>
<td>Processing</td>
<td>Yes</td>
<td>Written proposal</td>
</tr>
</tbody>
</table>

*For courses solely within an interdisciplinary committee that do not belong to any one division, proposals may go directly from the committee to the Registrar for CAPP review.*