GE Course Change Form

ℹ️ This Article...

1. Start a GE Course Change Form

[View instructions on starting a proposal](#)

2. Import course data from current University Catalog

How do I import

[View instructions on How to import](#)

Cross-listing

If the course that is being proposed has a cross-listing with another Department, click on the cross-listing icon.

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Page 1

If this course is currently cross-listed or will be, you must add the cross-listing before launching the proposal.

Instructions - Adding a cross-listing

1. Go to the top of the right pane and select the crosslisting icon ⤬

2. Click on 'Add Crosslising'

3. Once added, click on the added crosslisting that has the ⤬ icon and review the information. This looks the same. However, you need to enter College, Department, and Prefix for the crosslisting.

4. Once you click 'Save Changes', you can look at the cross-lisings and see that they will have different prefixes now.

5. Repeat as needed for each additional cross-listing.

New Proposal 10/2/2020 3:13 pm
*A. Course Change Form (2020-2021)
unlaunched

Import   Run Impact Report   Save All Changes   Validate and Launch Proposal

Proposal Help

Instructions

There are instructions throughout the form to help you. If you need assistance with the form or have any Curriculog-related questions, please email curriculog@fullerton.edu.

You MUST import the current course information from the catalog

1. At the top of the page, click on the import and a window will pop up.
2. Click on 'Aculog: 2020-2021 University Catalog'.
3. In the first drop-down named 'Filter by field', select 'Prefix'.
4. Enter the four-letter course prefix into the box that appears above the drop-down you selected and click 'Search Available Curriculum' at the bottom.
5. Scroll down, find the course, and click on the desired course you will be making changes to. You will be taken to a new page.
6. Scroll all the way to the bottom and click 'Import This Item'.

1. College & Department

College*

Select an option

This will present a menu with available options to select from. Scroll through to find your College.

Approval Steps

Originator	Incomplete
Participants	
Step Details	
Department Curriculum Committee	Incomplete
Participants	
Step Details	
Department Chair	Incomplete
Participants	
Step Details	
AP Initial Review	Incomplete
Participants	
Form Review	
Step Details	
CBE Undergraduate Curriculum Committee	Not Applicable
CBE Graduate Curriculum Committee	Not Applicable
College Curriculum Committee	Incomplete
Participants	

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When you click on step 3 from above, a duplicate proposal will appear with the texts filled in. To check that you are in the cross-listed course below (1) shows the icon of the cross-listing and you are currently in the cross-listed proposal. (2) Select/type the College of the cross-listed course. (3) Select/type the Department of the cross-listed course. (4) Select/type the Prefix of the cross-listed course.

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Once you have completed both forms (the original and cross-listed) you will need to validate and launch the form including making a decision for both forms. If there are any missing fields an error will display. Click show me to view the missing fields.

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Important Items

💡 Please remember to select two Learning Goals for the GE Course. In addition to the objectives, it is recommended to have the GE course listed as "Letter Grade Only:

ℹ️ If the GE Course you are wanting to propose for GE was recently approved as a New Course, Please reach out to curriculog@fullerton.edu for assistance.

💡 Please remember to upload a current Syllabus

❗ Please remember to approve as the Originator after validating and launch

*If the proposals are cross-listed, please remember to approve as the Originator on the cross-listed proposal after validating and launch

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