**Non-Substantive Program Revision Form**

**Overview:** Non-substantive changes are those changes recommended by program faculty and Program Chair/Director that require review and endorsement by the School Dean and the Provost prior to implementation. Non-substantive changes do not require prior approval by the Faculty Senate Curriculum Committee (FSCC) as is the case for substantive changes. These changes will be submitted to the Faculty Senate Curriculum Committee as informational items and require FSCC acknowledgement. Procedures and required documentation for non-substantive changes are set forth below.

**General Instructions:** The Program Chair/Director submits the Non-Substantive Program Revision Form for review and approval to the School Dean. Upon approval, the School Dean forwards the form to the Provost. Upon approval, the Provost (or a Designee) returns the form to the Dean of the School that requested the revision(s). The School Dean (or a Designee) forwards the approved Non-Substantive Program Revision Form to the Chair of the Faculty Senate Curriculum Committee and to the Registrar’s Office. Upon receipt of the Non-Substantive Program Revision Form, the Registrar’s Office enters the changes into the PeopleSoft system. The Program Chair/Director (or their Designee) reflects those changes in the College Catalog.

**School Name:** Enter the School Name

**Primary Contact**: Name of primary contact for this change

**Email**: Email **Telephone**: Telephone Number

**Program Title:** Enter Program Title **Department**: Enter Department

**Award Type**: Enter degree

**Revision Effective Date**: Enter the start date of the revision

**Rationale for Non-Fall Start Date**: Enter the rationale

**Berkeley College Goals:**

**\_\_\_\_\_\_\_\_** Goal 1: Optimize the Student Learning Experience

**\_\_\_\_\_\_\_\_** Goal 2: Attract, Retain, and Graduate Students

**\_\_\_\_\_\_\_\_** Goal 3: Develop Strategic Partnerships

**\_\_\_\_\_\_\_\_** Goal 4: Build a Compelling Identity

**\_\_\_\_\_\_\_\_** Goal 5: Be Affordable and Fiscally Responsible

Select the requested non-substantive change(s) below. Select all that apply and submit applicable rationale. If multiple changes are submitted and they apply to the same course or program they should be submitted in one form:

**Course Title Revision:** This involves changes to only the title or code of a course, or courses, without changing the program or instructional content.

Insert details of the required change(s) and rationale

**Course Description and Course Learning Objectives Revision:** This involves minor changes to the description of the course that do not alter the alignment of the course description with course learning objectives. Few examples include changes to a course description or objectives made only to correct errors of grammar, spelling, and punctuation, or to improve clarity or conciseness.

Insert details of the required change(s) and rationale

**Changing Grading Requirements:** This involves changing grading requirements for a course that is offered only in a specific program. *Note: changes in grading requirements for a course that is part of many programs offered at Berkeley require Faculty Senate Curriculum Committee approval.*

Insert details of the required change(s) and rationale

**Existing Program Revision:** This involves changes to an existing program without substantively changing the outcomes, such as changing the program sequence, pre- and/or corequisite requirements for a course that is offered only in a specific program. *Note: changes of pre- and/or corequisite requirements for a course that is part of many programs offered at Berkeley require Faculty Senate Curriculum Committee approval.*

Insert details of the required change(s) and rationale

**Discontinuing Courses or Programs:** This involves the discontinuation of a course or program.

Insert details of the required change(s) and rationale

**Program Chair/Director:** Print Name

**Signature:** Insert Digital Signature **Date:** Insert Date

**School Dean (or Designee):** Print Name

**Signature:** Insert Digital Signature **Date:** Insert Date

**Provost (or Designee):** Print Name

**Signature:** Insert Digital Signature **Date:** Insert Date

**Acknowledgement by the Faculty Senate Curriculum Committee:** Name of the FSCC representative

**Date:** Insert Date

**Acknowledgement of receipt by the Registrar’s Office:** Name of the Registrar’s Office representative

**Date:** Insert Date