Administrative Options

- *When do proposals potentially qualify for administrative review only?*

At a glance

A proposal may be routed for administrative review for several reasons, particularly when the proposed request(s) are considered minimal or technical in nature, and are entirely within the Registrar's jurisdiction (e.g., policy or registration details—not content). These proposals will not be reviewed by UCOC subcommittee.

In more depth

1. **Course: New**

If you are changing the course prefix, previously approved by Associate Registrar Robert Morley, and are making no changes to content, your request qualifies for administrative action and a syllabus is not required. A *Course: Terminate* proposal to expire the original course ID must accompany the proposal in order to complete the transition from the old prefix to the new.

2. **Course: Revise**

If content **and units** are not being altered, course revisions may qualify for administrative action and a syllabus is not required. Examples of such requests include:

- o Minor revisions to course title and/or course description
- o Addition or removal of prerequisites, corequisites, concurrent enrollment, recommended preparation and/or cross-listing
- o Addition or removal of registration restrictions, credit restrictions and/or instruction mode(s)
- o Change in grading type

3. **Program: Revise and Minor: Revise**

If your request is only to add or remove **elective (non-required) courses**, not affecting total units required for the degree, certificate or minor, it qualifies for administrative action.

4. **Course: Terminate**

Course terminations are administrative in nature by default and will be routed as such automatically.