Illinois Community College Board
Form 12: Course Master File Changes
(submitted via CurricUNET)

College Name				5-Digit College No.				

Complete for ALL Courses: *Current* Information			**Complete Only Items to be changed:** Information					
PCS code	Course Prefix	Course No	Course Prefix	Course#	Title (limit to 36 characters)	PCS CIP Code	Curric Prefix	Curric #
			# of Repeats	Variable Y N	Credit hours	Lecture hours	Lab hours	Effective Date:
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SIGNED BY		DATE		ICCB USE ONLY	UPDATED BY:		ON	
College Official Responsible								

Form 12 Instructions: Course Master File Changes / Course Modification Requests

(Submitted via CurricUNET)

Modifications to individual existing courses already on a college's Course Master File can be made using the electronic version of the Form 12 submitted via CurricUNET. The information requested on the hard copy Form 12 is mirrored in the information required for submission through CurricUNET. Directions on submitting the electronic version of the Form 12 through CurricUNET are also provided.

Following are changes that can be made to the information on the Course Master File record:
　　Course Prefix and Number
　　Course Title
　　PCS/CIP Code
　　Curriculum Assignment
　　Credit/Lecture/Lab Hours
　　Repeatability or Variable Credit

Requests must be received within 30 days (before or after) the effective date of requested modification.

<u>Directions</u>

To **Modify** an Existing Course (electronic submission via CurricUNET):
- Go to Upload a Course.
- Select Modify Course.
- Select Prefix/Number of the course to be modified.
- Enter, or select from the drop down menu, the new information to be changed for this program. If changing Repeat or Variable status, include proper rationale. Attach Files as necessary, i.e. Course Outline/Syllabus, Adult Education forms, Articulation forms, etc…
- Indicate the effective date for this change to take place.
- Select Save.

NOTE: To request a single or multiple modification to a large number of courses, i.e. assign new prefix and/or new numbers to all or a substantial number of the college's courses, please see the Volume Change Request Form 12A or contact Tricia Broughton at <u>tricia.broughton@illinois.gov</u> .