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Curriculum & Articulation

Navigating the Maze that is Curriculum & Articulation

Do you need to go to the Curriculum and Articulation Committee?

YES in any of the following situations:

- Creating a new course or deleting an existing one
- Offering a new topic for an Integrative Seminar
- Creating a new program or changing an existing one
- Changing prerequisites, credits, prefix, course number of an existing course
- Changing course title or catalog description
- Changing grading basis (P/W or A-F) or repeatability rule
- Adding or removing the "B" affix from a lower division course number

NO if you are hoping to change an existing GBC course to have General Education status. In this case, you will only need to get approval of the General Education Committee.

If "YES", here's what you need to know:

1. Common Course Numbering (CCN) Form: <http://system.nevada.edu/Nshe/index.cfm/administration/academics-student-affairs/common-course-numbering/>
 - a. The CNN Form is required and should be sent to all NSHE institutions two weeks prior to the C&A meeting if you are
 - creating a course new to NSHE.
 - changing an existing course prefix, number, title, content, number of credits, etc.
 - b. The CNN Form is required but does not need to be sent to other NSHE institutions if you are
 - creating a course that will be new to GBC but already exists in NSHE Common Course Numbering.
 - deleting a course.
2. A syllabus will be required for
 - o new courses.
 - o changes in course description, title, number of credits, grading basis (P/W, A-F).
 - o new topics for an Integrative Seminar.
3. If you are submitting a new GBC course that will also be a General Education course, you should first take the course to the General Education Committee for approval of the Gen Ed component.
4. Fill out the Curriculum & Articulation Form: <http://www.gbcnv.edu/miscforms/articulation.html>
5. Be sure to discuss all changes with
 - o your department chair.
 - o departments or programs that may be affected.
 - o the Vice President of Academic Affairs.
6. Submit the Curriculum & Articulation Form, along with whichever of the preceding documentation is relevant, to the Chair of the Curriculum & Articulation Committee at least one week prior to the C&A meeting. It is requested that the faculty member submitting the course – or a designated department representative – attend the meeting to answer any questions that may arise.

If the faculty request is approved, this is the route that the paperwork travels:

Curriculum & Articulation Committee->
 Faculty Senate ->
 Curriculum & Articulation Chair sign-off ->
 Articulation Officer sign-off ->
 VPAA sign-off -> President sign-off ->
 Assistant to the Vice President for Student Services (for changes to catalog) ->

SIS Operations (for appropriate changes in People Soft) ->
Academic Systems Specialist (for degree audit changes)

The paperwork will be housed in SIS Ops.

Curriculum & Articulation website: [http://www.gbcnv.edu/fscommittees/Curriculum and Articulation.html](http://www.gbcnv.edu/fscommittees/Curriculum_and_Articulation.html)

Questions about GBC?

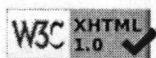
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