**UNIVERSITY OF THE PACIFIC**  
**COURSE APPROVAL FORM**  
**REVISION**

Please fill in all information. Required signatures are on page 2 of this form. Please return to: Academic Affairs Committee, Office of the Provost, Anderson Hall, 2nd Floor.

<table>
<thead>
<tr>
<th>Contact Person: Lou Matz</th>
<th>Phone: 946-2673</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: November 15, 2004</td>
<td>School or College: COP</td>
</tr>
<tr>
<td>Proposed Course #:</td>
<td>Title:</td>
</tr>
<tr>
<td>Proposed Prerequisites:</td>
<td>Department:</td>
</tr>
<tr>
<td>Proposed Units:</td>
<td>Enrollment/Expected Enrollment:</td>
</tr>
<tr>
<td>Existing Course Title:</td>
<td>Grade Option: Letter Grade</td>
</tr>
<tr>
<td>Existing Course #:</td>
<td>Existing Course #:</td>
</tr>
<tr>
<td>Existing Unit Value:</td>
<td>Existing Prerequisites:</td>
</tr>
</tbody>
</table>

Revised catalog description (attach additional sheet if necessary). Attach a syllabus:

Describe the proposed changes and provide a rationale (attach additional sheet if necessary). Change of policy for repeating Mentor Seminar I and Mentor Seminar II. See attached sheet.

If approved, when will this be implemented?  
- Fall [X]  
- Spring [ ]  
- Year 2005

What is the anticipated impact on resources (e.g., Faculty, funds, library materials, etc.)?  
- More students taking distribution or path courses.

Describe any special facilities, furnishings, or technical needs. List software needs, if any.  
- None
APPROVAL PROCESS

Please obtain all signatures before submitting to Academic Affairs Committee. Acquire signatures in the order in which they are listed below.

1. Action by department requesting addition/change:
   Approved by: [Signature] Date: 11/15/04

2. Action by the Curriculum Committee of the School/College:
   Approved by: [Signature] Date:

3. Action by the Dean of the School/College:
   Approved by: [Signature] Date: 11/15/04

4. Action by the Dean of the Library:
   Approved by: [Signature] Date: 11/17/04

5. Action by the Director of Educational Technology Services (if computer lab, software needed):
   Approved by: Date:

6. Action by the Registrar:
   Approved by: [Signature] Date: 11-17-04

7. Action by the General Education Committee (as appropriate):
   Approved by: [Signature] Date: 11/15/04

8. Action by the Graduate Studies Committee (as appropriate):
   Approved by: Date:

9. Action by the Academic Affairs Committee:
   Approved by: Date:

After approval by the Academic Affairs Committee, information regarding new, revised, or deleted programs and courses is sent to the Registrar for listing in or modifying the catalog.

Form revised 9/4/03
Repeat Policy for Mentor Courses

Current Situation:

In the General Education Program section of the University Catalog (pp. 36 ff), there is no policy that prohibits repeating Mentor Seminar I or Mentor Seminar II, and the “Repetition of a Course/Grade Replacement Policy” (p. 20) says nothing about the Mentor courses.

Proposed Policy

Since Mentor Seminar I and Mentor Seminar II are designed as first-year courses, it is not appropriate that students repeat them. This is not the case for Mentor Seminar III. Hence, in February of 2004, the General Education Committee passed the following policy, which will be codified in the University Catalog and the Schedule of Classes:

*Students are not allowed to repeat Mentor Seminar I and Mentor Seminar II. Students who fail these courses will be required to take additional General Education Liberal Learning courses. For Mentor Seminar I, students will be required to take an additional Category II (A, B or C) course as specified by the student’s General Education Unit Coordinator. For Mentor Seminar II, students will be required to take an additional Category I (A, B or C) course as specified by the student’s General Education Unit Coordinator. Completion of these courses will meet the General Education requirements for Mentor Seminar I and Mentor Seminar II, but will not be used for grade replacement for these courses.*