Change in Course Request

Complete the appropriate sections of the form based on your specific request(s), and email it to chair of the Curriculum Committee for consideration. Cells will expand as you type. If the Curriculum Committee supports the request, it will then be presented to the full faculty for approval. The deadline for submitting New Course Request forms or Change in Course Request forms for the spring semester is October 1 and for the summer and fall semesters is March 1.

Department or Program:

Proposal for:  □ changing a course  □ dropping a course (complete rationale & approvals only)

Request changes in:  □ course number*  □ credit hours  □ pre/corequisite  □ title  □ description

*Please consult with Registrar about course number.

Requested changes are:  □ substantive  □ non-substantive, for Dean’s review (minor change in description)

Current Course Number:

Current title:

Current credit hours:

Current Prerequisite(s):

Current Corequisite(s):

New Course Number:

New Title:

New credit hours:

New Prerequisite(s):

New Corequisite(s):

Semester/Year Effective:  Click to see choices

Current Description: (cells will expand as you type)

New Description (limit to no more than 40 words):

New Student Learning Objectives (see examples on the Faculty Services intranet site):

Does this class meet three hours but carry four academic credit hours?  □ YES  □ NO  If so, how will the fourth credit hour be earned?

Can this course be used to satisfy a specific or distributional standard?  □ YES  □ NO  If so, which one(s)?

Please provide a rationale for the proposed change(s).

Department Chair or Program Director Approval:  Typing your name will substitute for signature.

Date:

Approval:  □ Curriculum Committee  □ VPAA