

Course Changes, Additions, or Deletions

Indicate Change To Be Made	New (including special topics)	Deletion	Revision
Course number			
Course title			
Proposed effective term			

Approval Signatures

Department Chair _____ Date _____

Curriculum Committee* _____ Date _____

VPAA* _____ Date _____

Supporting Information

Name of primary faculty contact	
Requesting department(s)	
Date submitted	
Rationale for change request	
Effect on students within the department	
Effect on other students	
Effect on faculty teaching loads	

Supporting Information

(complete only those items which are changing)

Proposed catalog description (if changing)		
Credit hours (indicate also if changing)		Change from ____ to ____
Is this a special topics course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Projected enrollment	_____	
Requested enrollment cap	_____	
Course fee requested, if any?	<input type="checkbox"/> Yes <input type="checkbox"/> No (indicate if course or lab fee) _____	Change from ____ to ____
List Current Prerequisites <i>OR</i> indicate changes in Prerequisites	<u>Current</u>	Are the prerequisites changing (y/n)? If Yes, the prereqs are changing from: to
Is there a substantial change to course content or requirements? (more than 10%)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, attach an additional page outline the specifics of the content changes.</i>
<p>Please indicate other noteworthy changes/requirements, including:</p> <p>Course not using letter grades;</p> <p>Course counting multiple times towards graduation (and number of times it may be counted);</p> <p>Whether the course is cross-listed (and the cross-listed department);</p> <p>And any other miscellaneous requirements outside the typical scope of our classes. Attach additional pages if needed.</p> <p>New courses should include a sample syllabus which includes student learning outcomes, statements about faith integration, possible texts, and methodology which demonstrates how the presented student learning outcomes are presented and assessed.</p>		