



REQUEST FOR NEW COURSE, OR COURSE DELETION OR CHANGE

SIGNATURES: If disapproved or approved with reservations, attach rationale for such action.

_____	_____	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove
Department Chair	Date				
_____	_____	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove
College Curriculum Committee	Date				
_____	_____	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove
College Dean(s)	Date				
_____	_____	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove
Graduate Dean (graduate courses only)	Date				
_____	_____	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove
University Curriculum Committee	Date				
_____	_____	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove
University Senate	Date				
_____	_____	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove
Vice President for Academic Affairs (if needed)	Date				

College/School/Center _____

Department _____

Contact Person: Name: _____ Phone: _____

E-Mail: _____

Extent of Course Change

Is this a course deletion?

Yes. If so, provide the discipline, number and title

Is this course required in any existing or proposed program?

Yes If yes, proceed to Program Information.

No If no, continue with Course Information.

Course Information

- A. Attach the following information in the form of a course description as it would appear in the catalog, underlining information that would be added to the current catalog, and striking out any information that would be deleted from the current catalog.
1. Discipline, Number, Title (limit the title to 30 characters including spaces)
 2. Credits
 3. Prerequisites or co requisites
 4. Course description
 5. Grading (regular or S/U)
 6. Terms offered (F, S, and/or SS) Not required for graduate courses
- B. Indicate the term _____ And year _____ of implementation.
- C. Is this change a new course or a substantial change or substantial addition of course content?
(Substantial changes may require new course numbers or other changes).
- Yes If yes, answer these items and proceed to D below.
- a. suggest a new course number _____ (contact Registrar's Office for number)
 - b. attach an outline of course objectives or topics
 - c. attach an explanation of how resources will be allocated to teach this content,
 - d. Provide a rationale for the change
- No If no, proceed to D below.
- D. Is this course required in any proposed or existing major, minor, certificate or other program, or described in a new program proposal, the catalog or in articulation agreements?
- Yes (If yes, proceed to Program Information below.)
- No (Your request should be complete.)

Program Information

- A. Attach the following information in the form of catalog language for all programs affected, underlining information that would be added to the current catalog, and striking out any information that would be deleted from the current catalog.
1. Program description,
 2. Changes in courses required,
 3. Changes in numbers of credits required,
- B. Attach letters of agreement from department chairs or other administrators responsible for the programs affected by these changes.