

## COURSE CHANGE PROPOSAL FORM

Graduate and Undergraduate courses

**USE TO:** CHANGE AN EXISTING COURSE  
 ADD ONLINE VERSION OF AN EXISTING FACE-TO-FACE COURSE  
 DELETE AN EXISTING COURSE  
 PROPOSE EXISTING COURSE TO QUALIFY IN GENERAL EDUCATION PROGRAM

**Supplements** (see pg. 3):

1. If applicable, proposed **Syllabus with changes indicated in Track Changes**
2. If applicable, proposed **Curriculum Sheet/Academic Map with changes indicated in Track Changes**
3. If applicable, **Online Supplement Form** (for online version of an existing face-to-face course)
4. If applicable, **General Education Supplement and Student Learning Outcome templates** (for existing course to qualify in General Education program)

**Faculty Member Responsible for Course**

Name \_\_\_\_\_ Department \_\_\_\_\_

Title \_\_\_\_\_ E-mail \_\_\_\_\_

**Course Information**

**Course Title** (50 character maximum)

(Leave blank if No Change)

Existing	Proposed

**Course Code and Number** (include all cross-listed codes)

Existing	Proposed

Is this course currently offered for graduate credit? Yes      No

Is the change intended to include offering for graduate credit? Yes      No

Is this course currently an approved General Education Course? Yes      No

**What is changing? List all changes** (title, description, credits, pre-requisites, method of instruction, cross-listing, grading method, creation of online version of existing course, existing course to qualify as General Education, etc.)

<u>Method of instruction</u> (check all that apply)	# Credits	
	EXISTING	PROPOSED
Lecture		
Laboratory		
Recitation		
Studio		
Seminar		
Practicum		
Independent Study		
Workshop		
Online		
<b>Total # Credits</b>		

***Basis for Credit 8.31.10***

The basis of a credit shall normally be three hours work:

1 credit for each lecture or recitation and two hours of preparation,

1 credit for each two-hour laboratory and one hour of preparation,

1 credit for each three-hour laboratory with no outside preparation

**Changing the number of credits?** Explain how additional credits will be delivered or how fewer credits will be incorporated. **Make the change clear on the revised syllabus.**

e-Campus & Catalog Description	
30 Word Maximum (Leave blank if No Change)	
Existing	Proposed

Prerequisite(s)	
(Leave blank if No Change)	
Existing	Proposed

**This proposal is *intended* to go into effect in which semester/academic year?** \_\_\_\_\_

**Rationale for Change or Deletion** Explain the purpose and objectives of the course change or reason for deletion. Be specific; not all reviewers of this proposal will be familiar with your curriculum.

**Impact Statement**

The originating department/college is responsible for considering **all potential impacts** of the proposed course change and for consulting with other departments and colleges, including University College, when a change in credits or pre-requisite or deletion might affect students in other majors.

- **What other departments use this course as a major requirement or professional elective?**
- **Is this course a pre-requisite for another course, or a pre-requisite for another major?**
- **Deleting a course? Is it a pre-requisite to any other course? Is it cross-listed?** *Scan the University Catalog for all occurrences of the course to be deleted and report those as changes.*
- **Changing credits? Are there broader impacts on Gen Ed, major requirements, other?**
- **Proposing a cross-listing?** *Submit confirmation from other department(s).*

Please address these questions and others that apply. *Submit supplementary documents if necessary.*

## Supplements:

### 1. Revised Syllabus with changes indicated in Track Changes

If the proposed changes significantly impact the information provided on the syllabus (e.g. change of credits), submit a revised syllabus. **USE Track Changes** to indicate changes to the existing syllabus.

Syllabi should include course description, course goals, student learning outcomes, required reading, supplemental texts, grading and course policies, and a complete course schedule. Refer to the following resources for guidance:

[Syllabus Development](#)

[Syllabi for ONLINE courses](#)

### 2. Revised Curriculum Sheet or Academic Map with changes indicated in Track Changes

### 3. [Online Supplement](#) for [online version](#) of existing face-to-face course and include

- Existing face-to-face syllabus
- Proposed online syllabus

### 4. [General Education Supplement](#) (for existing course to qualify in General Education program) and **Student Learning Outcome templates** (one for each assessed outcome) and **Grand Challenge template**, if applicable

## Electronic Submission Information

- Electronic signatures are **required**.
- Save proposal form with signatures as an electronic .pdf.
- Label Form and all documents, as applicable, with **COURSE CODE** and **COURSE NUMBER**

Example: **APG\_201\_Course Proposal**

**APG\_201\_Syllabus**

**APG\_201\_Curriculum Sheet**

- Submit all documents and attachments to your department chair & college curriculum committee chair or representative for approval

## REQUIRED SIGNATURES

*Signatures of approval verify that the information provided is **factually accurate** and that all possible curricular impacts both within and outside of the originating department have been considered.*

*Errors will delay advancement to the appropriate review committee.*

Department Chair	Date
College Curriculum Committee Chair	Date
Dean	Date
Curricular Affairs Committee Report No.	Date
Graduate Council Report No.	Date
General Education Committee Report No.	Date
Faculty Senate Bill No.	Date
Processed in e-Campus	Date
e-Campus Effective Date	Date

The Faculty Senate Office accepts **ONLY electronic proposals with digital signatures**. Please do not submit scanned copies.