PROPOSAL TO MODIFY AN EXISTING COURSE

***Note:* A course that has changed significantly should be submitted as a new course proposal instead of a modification to an existing course.**

***Instructions:***

**1) Complete ALL fields. If a field is not applicable, then enter NA. Forms that are incomplete will not be reviewed.**

**2) Do not delete any part of the form.**

**3) Proposal must be submitted 10 days prior to meeting. Meetings are on the first Friday of every month.**

**4) Representative must be present at meeting. Please note: March is the last date for changes to be made in order to be placed in the next catalog.**

**5) If the form becomes unresponsive, use the up and down arrow keys to navigate the text boxes and check boxes. If the form still does not respond save your document and reopen it.**

DATE: Click here to enter a date.

COLLEGE/INSTITUTE: Choose an item.

DEPARTMENT: Choose an item.

EFFECTIVE DATE: Fall Click here to enter text. (year)

CIP Code: Click here to enter text.

<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Provide a one sentence description of change (i.e., Prerequisite change for EN XXX)

Click here to enter text.

1. GENERAL INFORMATION:
   1. Existing Course Title: Click here to enter text.

New Course Title: Click here to enter text.

Rationale for change:

Click here to enter text.

* 1. Existing Course Number: Click here to enter text.

New Course Number: Click here to enter text.

Rationale for change:

Click here to enter text.

* 1. Has new course number and title been approved as available by the registrar:

Yes  No  Not Applicable

* 1. Existing Course Number of Credit Hours: Click here to enter text.

New Number of Credit Hours, if changed: Click here to enter text.

Rationale for change:

Click here to enter text.

* 1. New Course Level [if changed] Choose an item.

Rationale for change: [if changed]

Click here to enter text.

1. Current Prerequisite(s):

Click here to enter text.

Current Corequisite(s):

Click here to enter text.

New Prerequisite(s):

Click here to enter text.

New Corequisite(s):

Click here to enter text.

Rationale for change:

Click here to enter text.

1. Current Course Description:

Click here to enter text.

New Course Description: [Catalog Ready Description]

Click here to enter text.

Rationale for change:

Click here to enter text.

1. Course Content: Do the proposed changes affect the content of the course?

Yes  No

* + - * 1. If yes (to question H), then complete Section II (Academic Information)
        2. If no (to question H), do not complete Section II and proceed to J. Additional Rationale.

1. Additional Rationale:
   1. Provide a detailed description of the planning process followed in preparing this proposal. Include how the proposed change fits into your curriculum plan for the program.

Click here to enter text.

* 1. Do these changes reflect new accreditation or certification requirements?

Click here to enter text.

* 1. Relationship to programs/courses within the college/institute:
     + - 1. Is this course required for any major, concentration or minor within your college/institute?  Yes  No

If yes, list the program(s) and explain how this change will impact the program(s).

Click here to enter text.

* + - * 1. Is this course a prerequisite for any other course(s) within the college/institute?  Yes  No

If yes, list the course(s) and explain how this change will impact the course(s).

Click here to enter text.

* 1. Relationship to other colleges/institutes:
     + - 1. Is the course part of the core curriculum (i.e. general education requirements) ?  Yes  No

If yes, indicate what core requirement(s) it fulfills.

Click here to enter text.

* + - * 1. Is this course part of any major, concentration, or minor outside the college/institute listed above?  Yes  No

If yes, list the program(s) and explain how the change will impact the program(s)?

Click here to enter text.

* + - * 1. Is this course a prerequisite for any other course(s) outside the college listed above?  Yes  No

If yes, list the course(s) and explain how this change will impact the course(s).

Click here to enter text.

* + - * 1. If yes (to either b or c), has the relevant Department Chair been notified?  Yes  No
        2. Proposals that have an impact on any other program or course across campus must be accompanied by letters from chairs of the departments affected, stating their reactions to the proposed changes, additions, etc.

1. ACADEMIC INFORMATION:
   1. If the content of this course has changed,

(a) explain how the content has changed, and

Click here to enter text.

(b) how will this change relate to other courses?

Click here to enter text.

*Note:* courses that have changed significantly (i.e., any change other than a simple editorial change) should be submitted as a new course proposal instead of a modification to an existing course.

* 1. List the specific student learning outcomes as they will be listed on course syllabi.

Click here to enter text.

* 1. Instructional Methods and Evaluation

Click here to enter text.

* 1. Course Outline

Click here to enter text.

* 1. The following courses presently offered on campus may overlap or appear to duplicate this course: (list)

Click here to enter text.

* 1. A comparison has been made with the other course offering(s). This course is therefore justified because...

Click here to enter text.