

## PROPOSAL TO MODIFY AN EXISTING COURSE

COLLEGE/INSTITUTE:

DEPARTMENT:

DATE:

EFFECTIVE DATE:

### I. GENERAL INFORMATION:

- A. Existing Course Title:  
New Course Title: [if changed]  
Rationale for change: [if changed]
- B. Existing Course Number:  
New Course Number: [if changed]  
Rationale for change: [if changed]
- C. Number of Credit Hours: [if changed]  
Rationale for change: [if changed]
- D. New Course Level (Freshman/Sophomore/Junior/Senior/Graduate): [if changed]  
Rationale for change: [if changed]
- E. Current Prerequisite(s)/Corequisite(s):  
New Prerequisite(s)/Corequisite(s): [if changed]  
Rationale for change: [if changed]
- F. Current Course Description:  
New Course Description: [Catalog Ready Description] [if changed]  
Rationale for change: [if changed]
- G. Course Content: Do the proposed changes affect the content of the course?  
(Yes/No)
  - a. If yes (to question G), then complete Section II (Academic Information)
  - b. If no (to question G), do not complete Section II and proceed to Section H.
- H. 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.
  - 2. Do these changes reflect new accreditation or certification requirements?
  - 3. Relationship to programs/courses within the college/institute:
    - a. 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).
    - b. 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).
  - 4. Relationship to other colleges/institutes:
    - a. Is the course part of the core curriculum (i.e. general education requirements)? (Yes/No). If yes, indicate what core requirement(s)

it fulfills.

- b. 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)?
- c. 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).
- d. If yes (to either b or c), has the relevant Department Chair been notified? (Yes/No)
- e. 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.

## II ACADEMIC INFORMATION:

- A. If the content of this course has changed, (a) explain how the content has changed, and (b) how will this change relate to other courses?  
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.
- B. List the specific student learning outcomes as they will be listed on course syllabi.
- C. Instructional Methods and Evaluation
- D. Course Outline
- E. The following courses presently offered on campus may overlap or appear to duplicate this course: (list)
- F. A comparison has been made with the other course offering(s). This course is therefore justified because...

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