

## 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:

COLLEGE/INSTITUTION:

DEPARTMENT:

EFFECTIVE DATE:

CIP Code: 27.0101

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

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

I. GENERAL INFORMATION

A. Existing Course Title:

New Course Title:

Rationale for change:

B. Existing Course Number:

New Course Number:

Rational for change:

C. Has new course number and title been approved as available by the registrar?

D. Existing Course Number

New Number of Credit Hours, if changed:

Rationale for change:

E. Intended Modality

F. New Course Level (if changed):

Rational for change (if changed):

G. Current Prerequisite(s):

Current Corequisite(s):

New Prerequisite(s):

New Corequisite(s):

Rationale for change:

H. Current Course Description:

New Course Description (Catalog Ready Description):

Rationale for change:

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

Yes

No

a. If yes, then complete Section II (Academic Information)

b. In no, do not complete Section II and proceed to J. Additional Rationale.

J. 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. 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).

3. Relationship to other college/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 of 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 of 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:

F. A comparison has been made with another course offering(s). This course is therefore justified because: