

**COURSE CHANGE PROPOSAL FORM**  
*Use for Modifications or Deletions of Existing Courses*

**I. Instructor information**

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

Title \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_

**II. Catalog information**

Course code, number, title, and rationale are required for all proposals including deletions. A syllabus is required for all change proposals except for very minor changes. Existing and proposed syllabi must be provided if changing the number of course credits. Colleges and departments are responsible for consulting other college(s) and/or department(s) when a change in credits or prerequisite or deletion might affect students in other majors. Confirm that you have consulted other college(s) and/or department(s) by attaching pertinent statement(s) from these college dean(s) and/or department chair(s). Additionally, requests for cross-listing or changes in cross-listing require a written statement of support from the other department(s). **Please attach separately.**

**Course title** (50 character maximum)

Existing	Proposed

**Course code and number**

Existing	Proposed

<u>Method of instruction</u> (check all that apply)	# Credits/Hours		# Contact Hours (for scheduling)	
	EXISTING	PROPOSED	EXISTING	PROPOSED
Lecture				
Laboratory				
Recitation				
Studio				
Seminar				
Practicum				
Independent Study				
Workshop				
Portfolio				
Online				

If proposing a **CHANGE of credits**, briefly explain how they will be delivered **AND attach existing and proposed syllabi.**

**Catalog description (30 word maximum)**

Existing	Proposed

**Prerequisite(s)**

Existing	Proposed

**III. Course Information**

***Rationale for Change or Deletion***

Explain the purpose and objectives of the course or reason for deletion. Often this can be done in one sentence, but if it is a complicated story, please tell that story. Keep in mind that most people reviewing this proposal will not know your curriculum. If more space is needed, **please attach a separate document titled "Rationale"**.

***Anticipated term and year of first offering***

Please check term and indicate the year of anticipated first offering. Allow at least one full semester for processing. If proposal is approved after May 31, change will **NOT** appear in the upcoming catalog.

Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_  
(year) (year) (year)

**Submission**

After proposals are signed by the Chairperson of the College Curriculum Committee and the College Dean, *electronic proposals are to be forwarded by the Curriculum Committee Chairperson or the Dean's Office* to the Faculty Senate Office at [urifacsen@gmail.com](mailto:urifacsen@gmail.com) for **both** the Curricular Affairs Committee and Graduate Council.

Please make sure to include the following signature page with the proposal submission.

**CURRICULAR-MATTERS SIGNATURE PAGE**

This proposal has been approved according to proper procedures for the Department of \_\_\_\_\_

Department Chair	Date
College Committee	Date
Dean	Date
Curricular Affairs Committee Report No.	Date
Graduate Council Report No.	Date
Faculty Senate Bill No.	Date
Presidential Action Approve                      Disapprove	Date
Forwarded to Enrollment Services	Date