

CURRICULUM ACTION REQUEST FORM

Instructions: Submit two copies to Curriculum Committee Secretary two weeks prior to scheduled Curriculum Committee meeting. Requests for one-time course offerings may be submitted at any time.

A. CHANGE TO AN EXISTING COURSE

Course Number: Old New

Course Title: Old Credit:
Limit to 18 digits

New Credit:

Provide preferred abbreviation maximum of 18 digits, if course title is over 18 digits:

Revised Course Description for Catalogue (attach additional sheet if necessary):

Undergraduate Graduate Effective year of change: Effective quarter of change:

B. NEW COURSE OFFERING

Course Number: Course Title:

Credit Hours: Undergraduate Graduate

If a course title is more than 18 digits, you must give a preferred abbreviation of no more than 18 digits:

Course Description for Catalogue (attach additional sheet if necessary):

Contributes to Breadth of Knowledge (BOK)? Yes BOK Codes N/A

Prerequisites*

*You can designate either prerequisites or permission of instruction. You cannot include both.

C.CHANGES TO CURRICULUM: State if new program (If new must first consult with Dean Allen Arthur) or changes to curriculum.

Attach copy of old curriculum and new curriculum; show year by year, and rationale; indicate courses to be dropped and courses to be added. Requests for changes to existing courses or addition of new courses must be included. Request must be signed by Department Heads of all departments affected.

Signatures of other Department Chairs required for Changes to Curriculum:

Dept Head: _____ Dept: _____ Approve/Disapprove (Circle One) Date: _____

Dept Head: _____ Dept: _____ Approve/Disapprove (Circle One) Date: _____

Dept Head: _____ Dept: _____ Approve/Disapprove (Circle One) Date: _____

Submitted by: _____ Department: _____ Date: _____

Committee Approval: _____, Chair Date: _____

One Time Approval: _____, Chair Date: _____