

Academic Year 22-23

MODIFICATION OF EXISTING COURSE

Modification(s) being requested (please check all that are appropriate):

- Change in course title and/or number (no substantive change to course)
- Change in course catalog description
- Change in prerequisites and/or corequisites
- Change in credit hours
- Other (specify): _____

Important Notes:

1. If these changes affects any degree maps, the “Change in Degree Map” form must accompany this form.

INSTRUCTIONS:

1. Dean or designee completes form and forwards intact to Academic Senate Curriculum Committee **with, if appropriate, a change in degree map form and any new courses (form and syllabus)**.
2. Curriculum Committee forwards to Senate with recommendations and then to Vice President of Academic Affairs following Senate action.
3. Vice President of Academic Affairs will keep one copy and distribute others to Registrar, appropriate Dean, and Publications.

Complete this section for all courses:

Current course prefix, number, and title: _____ Semester Hrs.
credit _____

Proposed effective term: _____

Note that all changes to degree maps must be approved by the Academic Senate in the Fall semester in order to go into the catalog for the following academic year.

Rationale for proposed changes. (If your proposed change is a result of assessment, please provide a brief description):

Complete the appropriate section(s) below:

Change in Course Title and/or Number (no substantive changes to the course):

Requesting new title? Yes No If yes, please specify:

Requesting new number? Yes No

Will this course replace an existing course? Yes No If yes, please specify:

Does this change affect any degree maps?

Yes No If yes, list affected degree maps and attach "Change in Degree Map" form for each:

Have the appropriate program chairs been notified?

Yes No

Change in Catalog Description:

NOTE: If this change in description will **significantly** alter the contents of this course, a new course name and number should be requested. Please use the "Request for New Course" form.

Current Course Catalog Description:	Proposed New/Revised Course Catalog Description:
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Change in Prerequisite and/or Corequisite:

Current Prerequisite/Co-requisite: Prerequisite: Co-requisite:	Proposed New/Revised Prerequisite/Co-requisite: Prerequisite: Co-requisite:
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Change in credit hours (also requires a new course number):

Current Credit Hours (e.g., 3-0-3):	Proposed Credit Hours (e.g., 3-0-3):
Rationale:	

Other changes (e.g., mode of grading, course equivalencies, etc.):

Current:	Proposed:
Rationale:	

1. Requested by _____ Faculty Member	Date _____	2. Approved by _____ Department Chair	Date _____
3. Approved by _____	Date _____	4. Approved by _____	Date _____

Dean or Designee		Academic Senate (President or Secretary)	—
5. Approved by _____ Vice President of Academic Affairs	Date _____	6. Approved by _____ Registrar	Date _____ —