

##### Standard Course Change Proposal

**Proposal Date:** *Please select the date this proposal was developed.*

**Course ID/Title:** *Enter the full current course title: For example, BIOL131 General Biology I.*

**Summary of Change(s):**

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| --- | --- |
| *Enter a descriptive title to summarize the proposed change. This form is used for substantive changes affecting the student learning outcomes or related aspects including, but not limited to, course level, course credits, lecture/lab hour distribution, and/or substantive description changes.* | *Enter a brief description of the proposed change here.* |

**Faculty:** *Faculty member responsible for preparing this form and presenting proposal at CC meeting.*

**School:** *School or College this course originates from.*

**Catalog changes:**

|  |  |
| --- | --- |
| *List all catalog changes needed if this proposal is approved. (Identify programs impacted, or impact to certificates, other requirements, general education etc.)* | *Enter information on catalog changes* |

**Affected Programs:**

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| *Schools should communicate about proposed changes with affected programs in advance of submitting curriculum change proposals. Programs needing additional time to respond to proposed changes should seek to postpone committee consideration of such items, e.g. agenda changes, motions to table, etc.* |

**1. Detailed Changes:**

|  |  |
| --- | --- |
| **CURRENT**  *Enter the complete current course information, description, and prerequisites, even those components which are not changing:* | **PROPOSED** (mark all changes)  *Enter the complete proposed course information.* |
| *Enter the current information* | *Enter the proposed course information, description, and prerequisites. Highlight all changes( e.g., strike-through, bold, italics, etc.) List policy changes related to grading, etc.* |

1. **Course Assessment:**

|  |  |
| --- | --- |
| 1. **Evidence:**   *Attach appropriate evidence of course and program assessment to support this proposed change.* | *Describe the assessment evidence supporting the change(s).* |
| 1. **Rationale** *Provide a rationale for the proposed change. The rationale should address how assessment activities and findings support and led to the proposed change and address the proposed impact on student learning. Specifically address the assessment plan and findings from the attached assessment report.* | *Describe the rationale for the change(s).* |
| 1. **Outcomes** *Describe any changes to the course student learning outcomes, and to the assessment of those outcomes.* | *Describe outcome changes.* |

1. **Course Fees:**

|  |  |
| --- | --- |
| *List any course fees associated with this course, indicate if there are changes to those fees, and provide the rationale for any changes.* | *Enter information on fees* |

**NOTE:** If the proposed change affects the requirements for a degree, certificate or minor, attach either **Form D: Program Change Proposal** or **Form E: Expedited Change Proposal** for each affected program**.**

**RECORD OF ACTION -** Proposal for: *Enter the course name and number for this change.*

This form must be submitted to the Registrar’s Office following school approval and concurrence of the dean. The Registrar’s Office will distribute for the Curriculum Committee. An approved signed copy will be returned to the School with the original kept in the Registrar’s Office, after final approval.

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|  | Date | **For** | **Opposed** | **Abstained** | **Absent** |
| **School Faculty Vote:** | *Date* | *for* | *opposed* | *abstain* | *absent* |
| **College Dean’s Approval:** |  | Signed: | | | |
| **Curriculum Committee Vote:** |  |  |  |  |  |
| **Provost:** |  | Signed: | | | |