Course Change Proposal Form

Faculty Member Originator

Department/School

This is a change to

☐ An existing course

☐ An existing REGULAR (i.e. permanent) SECTION of an existing variable content course. Enter the existing course number below.

Required Information

Course Code Course Number

Course Title

Copy/Paste present description from online catalog, strikethrough all deletions, and insert/bold new information.

Complete new catalog information

What is changing? Check all boxes that apply.

☐ Course Code ☐ Course Number ☐ Title ☐ Prerequisite

☐ Credit Hours/Contact Hours ☐ Periodicity ☐ Description

Reason for proposed change

Does this change effect course assessment? Enter no or explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

☐ Routine or annual review/assessment of curriculum ☐ Faculty Input ☐ student input

☐ Accreditation/certification compliance

☐ Other (be specific):

☐ Check if this is a non-substantive change. (Help option will be available providing link to document on substantive versus non-substantive changes)