

# 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     Review of catalog information  
 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)