

Curricular Action Workflow: Change Course Proposal Form Guide

Step 1: Indicate whether the course change is being applied to an existing course or to a variable content course that specifically lists topics in the course description.

***All fields require input**

This proposal applies to:

☐ An existing COURSE

☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

Select an existing course ▼

Step 2: Fill out the additional course information. These categories are self-reported, so you must determine whether a course will be added to a program, whether a course needs to be reviewed by CGEIP or EPPC. If the course has a graduate/undergraduate parallel course, check yes. You will then select the parallel course from the drop down list. Be sure to submit a change course form for the parallel course as well (except for prerequisite only changes).

Will this proposal need to be reviewed by CGEIP? ☐ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☐ No ☐ Yes

Is there a graduate/undergraduate parallel course to this one? ☐ No ☐ Yes

***CGEIP and EPPC approval will add a MINIMUM of 30 days to the process. Please email curriculum@missouristate.edu if you are unsure whether your course must go through either of those approval processes.**

Step 3: The current catalog course description is auto populated in both text boxes. Do not remove the information as it accurately reflects the current description. Use bold and strikethrough to update the information in the “revise the current online catalog description” text box.

Current online catalog description:

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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Step 4: Indicate what changes are being applied to the course through this proposal and the reasons for these changes. In addition, please describe whether this change will affect course assessment.

What is changing? Check all boxes that apply.

☐ Course Code	☐ Course Number (Check Availability)	☐ Title	☐ Prerequisite
☐ Credit Hours/Contact Hours	☐ Periodicity	☐ Description	

Reason for proposed change

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☐ No ☐ Yes

Explain.

Step 5: Select all applicable sources that prompted this change to the course.

Only check the non-substantive change check box if changes follow the guidelines set in the [Substantive/Non Substantive table](#).

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.

Step 6: Please indicate when this change was approved by the department/program faculty. Lastly, click save as a draft or submit for final review.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

***All fields require input**

Once this form is submitted, **NO** changes can be made to the form or attachments. Please make sure that all information is proofed before final submission.

Please see the corresponding Curricular Action Workflow Process document to see the steps that this proposal will follow for approval and the approximate timeline for completion and implementation.