



"COURSE CHANGE" PROPOSAL FORM

CHANGE RECORDED IN REGISTRAR'S OFFICE:

APPROVED CATALOG NUMBER (BY REGISTRAR'S OFFICE)

INITIAL DATE

EFFECTIVE SEMESTER DATE

TYPE OF TRANSACTION SUMMARY:

- REPEATABLE FOR CREDIT, CHANGE OF GRADING, CHANGE OF TITLE, MULTIPLE-LISTED COURSE, CHANGE OF COURSE NUMBER, COURSE LEVEL CHANGE, COURSE TYPE CHANGE, CHANGE RELATED TO GENERAL EDUCATION, REINSTATED COURSE, CHANGE RELATED TO CONTINUING EDUCATION, CHANGE OF CREDITS, DROP COURSE, CHANGE IN PREREQUISITES, CHANGE OF ALPHA CODE, CHANGE OF DESCRIPTION, CHANGE OF INSTRUCTIONAL MODE, OTHER

1. TO BE COMPLETED BY ALL WHO REQUEST A CHANGE, REGARDLESS OF THE TYPE OF CHANGE:

TITLE OF EXISTING COURSE:

LEVEL OF EXISTING COURSE: FRESHMAN SOPHOMORE JUNIOR SENIOR GRADUATE

TYPE OF EXISTING COURSE : (SEE # 8 FOR TYPE CATEGORIES)

DEPARTMENT/DISCIPLINE:

EXISTING CREDITS: EXISTING CATALOG NUMBER:

REASON FOR CHANGE:

EFFECT OF CHANGE ON AUTHORIZED PROGRAM:

2. TO BE COMPLETED BY THOSE REQUESTING CHANGE IN COURSE REPEAT OPTION.

REPEATABLE FOR CREDIT: TIMES.

3. TO BE COMPLETED BY THOSE REQUESTING CHANGE IN GRADING (CIRCLE ONE).

GRADING: A-F PASS/FAIL ONLY

4. TO BE COMPLETED BY THOSE REQUESTING A CHANGE OF TITLE:

FULL NEW TITLE: \_\_\_\_\_

COURSE TITLE ABBREVIATION: \_\_\_\_\_

5. MULTIPLE-LISTED COURSE: IF COURSE CARRIES MORE THAN ONE TITLE, ALPHA NUMBER, LIST:

(E.G. MIST 380 / ECON 380) \_\_\_\_\_

6. TO BE COMPLETED BY THOSE REQUESTING A CHANGE OF CATALOG NUMBER:

NEW CATALOG NUMBER REQUESTED: \_\_\_\_\_

7. TO BE COMPLETED BY THOSE REQUESTING A CHANGE IN COURSE LEVEL:

LEVEL OF COURSE: \_\_ FRESHMAN \_\_ SOPHOMORE \_\_ JUNIOR \_\_ SENIOR \_\_ GRADUATE

EFFECT OF CHANGE ON MAJOR REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_

8. TO BE COMPLETED BY THOSE REQUESTING A CHANGE IN COURSE TYPE:

COURSE TYPE: \_ ELECTIVE \_ MAJOR \_ GE ELECTIVE \_ NON-WESTERN \_ GENERAL EDUCATION 9. TO BE COMPLETED BY THOSE REQUESTING G.E. CONSIDERATION:

TYPE OF G.E. APPROVAL REQUESTED:

\_\_\_ GENERAL EDUCATION REQUIREMENT POOL \_\_\_ GENERAL EDUCATION ELECTIVE

\_\_\_ NON-WESTERN

10. TO BE COMPLETED BY THOSE WISHING TO REINSTATE A COURSE:

REASON FOR REINSTATEMENT: \_\_\_\_\_

\_\_\_\_\_

II. TO BE COMPLETED BY THOSE REQUESTING CONTINUING EDUCATION RELATED CHANGE:

COURSE IS OFFERED ONLY FOR CEU \_\_\_\_\_

CREDITS FOR BOTH DEGREE CREDITS AND CEU CREDIT \_\_\_\_\_

12. TO BE COMPLETED BY THOSE REQUESTING A CHANGE OF CREDITS:

NEW CREDITS: \_\_\_\_\_

NUMBER OF NEW WEEKLY CONTACT HOURS      HOURS    INSTRUCTIONAL MODE

AND THE INSTRUCTIONAL MODE INVOLVED      \_\_\_\_\_

(SEE DEFINITIONS, PAGE 6) NOTE: INSTRUCTIONAL MODES      \_\_\_\_\_

CAN BE SINGLE OR MULTIPLE.      \_\_\_\_\_

\_\_\_\_\_

13. TO BE COMPLETED BY THOSE WISHING TO DROP A COURSE:

TITLE: \_\_\_\_\_ CREDITS: \_\_\_\_\_ CATALOG NUMBER \_\_\_\_\_

14. TO BE COMPLETED BY THOSE WISHING TO CHANGE PREREQUISITES:

PREREQUISITES (LIST ALL, INCLUDING CHANGES; PLEASE LIMIT TO ONLY THE MOST IMMEDIATE PREREQUISITES):

\_\_\_\_\_  
\_\_\_\_\_

15. TO BE COMPLETED BY THOSE REQUESTING A CHANGE OF ALPHA CODE:

NEW ALPHA CODE: \_\_\_\_\_

16. TO BE COMPLETED BY THOSE REQUESTING A CHANGE OF DESCRIPTION:

NEW DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

17. IS THIS CHANGE GOING TO RESULT IN DUPLICATION OF COURSE OFFERING WITH ANY OTHER PROGRAM? \_\_\_\_\_

IF YES, INDICATE WHICH COURSE IS SIMILAR AND WHY THE CHANGE IS NEEDED?

\_\_\_\_\_  
\_\_\_\_\_

18. TO BE COMPLETED BY THOSE REQUESTING A CHANGE OF INSTRUCTIONAL MODE:

(NOTE: MODES CAN BE SINGLE OR MULTIPLE; SEE PAGE 6 FOR DEFINITIONS)

INSTRUCTIONAL MODE      HOURS DEVOTED TO EACH MODE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. OTHER (PLEASE EXPLAIN): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVALS:

_____	_____
DEPARTMENT CURRICULUM COMMITTEE/CHAIR	DATE
_____	_____
COLLEGE CURRICULUM COMMITTEE	DATE
_____	_____
COLLEGE DEAN	DATE
_____	_____
ACADEMIC VICE PRESIDENT	DATE

EFFECTIVE DATE: \_\_\_\_\_  
SEMESTER

### INSTRUCTIONAL MODES

1. **LECTURE:** A course in which a teacher discourses on a specific topic to an audience of 10 to 500 or more students.
2. **SCIENCE LAB:** A course in which there is a supervised environment for groups of 10 to 30 students where the students can learn experimental techniques, develop skills, and, by means of appropriate experiments, reinforce theoretical concepts which have been presented in lecture classes
3. **STUDIO ART:** An art course in which there is a supervised environment for groups of 10 to 20 students where the students can develop manual and artistic skills.
4. **PRACTICUM:** A course which is devoted to observation and assisting the regular teacher; while devoting a small portion of time to some practice teaching.
5. **INTERNSHIP:** A course in which the agency provides the environment and general supervision of the student in a specialized technical area. The faculty member serves as an educational consultant, and reviews with the students, on an ongoing basis, the relation of the **field** experiences to the context of the educational programs's objectives.
6. **CLINIC EXPERIENCE:** A course in which the faculty member (generally in an off-campus facility under the control of an external agency) supervises, coordinates, and instructs the students in the development of special skills and professional relationships.
7. **THEATRE ART:** A theatre course in which there is a supervised environment for groups of 10 to 20 students where the students can develop manual and artistic skills.
8. **INDIVIDUAL MUSIC:** A course in which a one to one relation exists between student and teacher in direct instruction for developing student skills with voice or a particular instrument.
9. **GROUP MUSIC:** A course in which a group relationship exists between students and teacher in direct instruction for developing student skills with voice or a particular instrument.
10. **FIELD WORK:** A course in which the agency provides the supervision and direct instruction of the student. The faculty member serves in a consultant and coordinating role in working with the agency, but has virtually no contact with the student.
11. **MAJOR PHYSICAL ED:** A course which is a required course for the training of physical education teachers.
12. **NON MAJOR PHYSICAL EDUCATION:** A course which is an elective recreational activity class that is open to the entire student population rather than physical education majors.
13. **PRACTICE TEACHING:** A course in which an education major spends one full quarter in teaching at an operational elementary or secondary school.
14. **INDEPENDENT STUDY:** A project which can be done on a one to one basis or a group basis. The project may include readings, individual projects or group projects.
15. **HONORS:** An enriched course where both faculty and students participate in more hours than an non-honor course.