ADDITIONS, DELETIONS, OR CHANGES IN COURSE OFFERINGS

Please complete appropriate entries; attach additional pages if necessary. Must be accompanied by Curriculum Form 1. Undergraduate and graduate courses must be submitted separately and with a distinct Curriculum Form 1. Please do not use this form to propose changes in academic degree programs!

DEPARTMENT CHAIRPERSON DEPT.PROPOSAL DATE

1. CHECK ONE: ___ Addition ___ Deletion ___ Change

2. Course ___________________ Full Title ____________________________
   Course Prefix & Number ____________________________________________
   Credit Hours: __________ TOTAL Contact Hours: ____________________
   lecture hours _____ lab or studio hours _____ field hours _____ other hours _____ (e.g., recitation)
   Prerequisite(s): ____________________________________________________
   Co-requisite(s): ___________________________________________________

3. Twenty character short title for course schedule bulletin and transcripts (new courses only):

4. Course characteristics (check the boxes and/or fill in the blanks):
   • Is this a: ___ required major course or ___ elective course?
   • Does this course proposal entail a change to program requirements? (If yes, submit Program Change Request in tandem using Forms 3 and 4).
   • Will it serve: ___ majors only or ___ non-majors only or ___ majors and non-majors?
   • Will it satisfy general education requirements? ___ no ___ yes** Is proposal in process with gen. ed. comm.? ___
   ** IF YES, COURSE MUST BE APPROVED BY GENERAL EDUCATION COMMITTEE
   • How often will it be offered? ___ each term ___ once a year ___ other ___________________
   • How many students will it serve each term it is offered? (total all sections) ________
   • Recommended class size: ________
   • Indicate amount of lab fee/course fee (if any): __________ (Fees require separate approval of Tuition/Fees Committee)
   • Reasons for this fee: ____________________________________________
   • Check all planned delivery methods: ___ classroom ___ on-line/hybrid ___ video-conferencing ___ extension
     ___ contract ______________ other (explain) [ONLINE & HYBRID REQUIRE DISTANCE EDUCATION COMMITTEE APPROVAL]

5. NEW catalog description (for a new or changed course):

6. OLD catalog description (if a changed course):

7. Specific differences in assignments/grading criteria for receiving graduate credit if an UG/GRAD course.

8. Specific reasons/goals for the new, changed, suspended or deleted course (incl. assessment justification).

9. Effect of the addition, deletion, suspension, or change on other courses, programs, departments, or colleges:

10. Budgetary Implications:

11. Proposed effective term: ____________________________