

COURSE CHANGE FORM
Course Change Sub-committee
Curriculum & Resources Com.

SUBMIT ELECTRONICALLY TO EACH MEMBER OF THE COURSE CHANGE COMMITTEE, THE ACADEMIC AFFAIRS OFFICE, AND THE REGISTRAR, AND SUBMIT ONE SIGNED AND PRINTED HARD COPY TO THE CHAIR. [NOTE: BEFORE SUBMITTING, CHECK THE COURSE NUMBERING RULES WITH THE REGISTRAR'S OFFICE]

Department: _____ Date: _____

Signature of department chair _____

Type of change requested (circle all that apply):

- 1. New course (provide course number and title): _____
- 2. Revision of existing course:
 - a. New title: _____ Old title: _____
 - b. New number: _____ Old number: _____
 - c. Change in catalog description
- 3. Elimination of existing course (provide course number and title): _____

Please attach additional sheets to respond to the following sections.

SECTION I

Provide a rationale for the requested change. The rationale should explain how this change relates to the liberal arts mission of the college as well as the mission of the department. Include how the change contributes to the development of communication, analytical skills, creativity, and in-depth exploration of a subject. Discuss your choice of course title, course number, and prerequisites.

SECTION II

Explain the impact of this change on departmental enrollments, staffing, and needs of majors and non-majors. How will this change affect other departments? What additional resources will be required, e.g. equipment, library, computer needs? Please document the approval of any requests for special resources necessary for this change.

SECTION III

If you are proposing an addition to the modes or categories, you must first have the course approved by the Course Change Committee, then by the appropriate mode or category committee. If the course is also being submitted for a mode or category requirement, please indicate which one here: _____

SECTION IV

For new courses please attach a course syllabus or reading list.

COMPLETE THE FOLLOWING CATALOG DESCRIPTION.

Course Number: _____ Course Title: _____
Instructor: _____
Offered ___ Fall ___ Spring
Frequency and Duration of Meetings: _____
Prerequisites: _____
Corequisites: _____
Course Fee Amount: \$ _____
Units: _____
Check **one** option: ___ Standard grading [Students in the course will receive numeric grades unless they declare CR/NC or the course is a practicum or an internship]
 ___ Grading is numeric only
 ___ CR/NC only

Attach new or modified course description.
If changing a course description, also provide original course description.