



## University Curriculum Committee Course Change Form

**Instructions:** Upon completion of the form, print 1 copy as your original. Obtain all the relevant signatures on the printed form, make 15 copies, and send all 16 copies via campus mail to the University Curriculum Committee Chair. Course materials must be received by the Chair one week prior to the next regularly scheduled meeting (2<sup>nd</sup> Friday of each month).

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### General Information:

Date Submitted: \_\_\_\_\_

School: Arts & Sciences, Business, Divinity, Education, Law, Nursing, Pharmacy, The Arts  
(circle all that apply)

Department/Division: \_\_\_\_\_ (30 characters)

Level: Undergraduate Lower Level, Undergraduate Upper Level, Graduate, Law, Divinity,  
Professional (circle all that apply)

Rationale for Course Change: (100 word limit)

Program Outcomes addressed by Course Change: (list)

Transformational Learning Abilities addressed and assessed in Course: Oral Communication,  
Written Communication, Information Literacy, Quantitative Literacy (circle all that apply)

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### Course Information:

Current Course Catalog Long Title: \_\_\_\_\_  
(50 characters)

Current Course Banner Title: \_\_\_\_\_  
(30 characters)

Current Course Subject (4 letter prefix): \_\_\_\_\_ Current Course Number: \_\_\_\_\_

Current Credit Hours: # Fixed \_\_\_\_\_ or # Variable from: \_\_\_\_\_ or/to (circle one) \_\_\_\_\_

Proposed Course Catalog Long Title: \_\_\_\_\_  
(50 characters)

Proposed Changed Course Banner Title: \_\_\_\_\_  
(30 characters)

Proposed Course Subject (4 letter prefix): \_\_\_\_\_ Proposed Course Number: \_\_\_\_\_

Proposed Course Credit Hours: # Fixed \_\_\_\_\_ or # Variable from: \_\_\_\_\_ or/to (circle one) \_\_\_\_\_

Proposed Course Attribute(s) (check all that apply):

Applicable	Description	Applicable	Description
	University Core Curriculum		International Study – London Centre
	Gen. Education Requirement		International Study - Germany
	University Honors Program		International Study - Other
	Elective - Restrictive		January Session – Graduate
	Ensemble		January Session - Undergraduate
	Graduate Day Course		Off Campus Component
	Graduate Night Course		Remedial
	Group Course – Learning Comm.		Undergraduate Day Course
	Group Course - MBA		Undergraduate Metro Course
	Group Course - MSNA		World Languages
	TLA Intensive Course		

Proposed Course for the Major? **Attach** a copy of program of study showing course placement.

Proposed Course Repeatable for Credit? Yes/No (circle one). If yes, maximum # of total credits allowed (list) \_\_\_\_\_

Proposed Course Prerequisites (List all & indicate if to be enforced in Banner):

- \_\_\_\_\_ Banner Enforced Yes/No
- \_\_\_\_\_ Banner Enforced Yes/No
- \_\_\_\_\_ Banner Enforced Yes/No

Proposed Course Co-requisites (List all & indicate if to be enforced in Banner):

- \_\_\_\_\_ Banner Enforced Yes/No
- \_\_\_\_\_ Banner Enforced Yes/No
- \_\_\_\_\_ Banner Enforced Yes/No

Proposed Course Cross Listings (List all): \_\_\_\_\_

Proposed Course Schedule Type: (Check all that apply)

Applicable	Description	Applicable	Description
	Adv. Placement Experiential PM		Performance
	Clerkship		Physical Activity
	Critical Language Program		Practicum
	Computer Lab Instruction		Private Lesson
	Directed Study		Research
	Early Placement Experiential PM		Seminar
	Ensemble		Special Project
	Externship		Studio
	Independent Study		Thesis
	Internships		Transfer Credit
	Laboratory		Web-Based Learning
	Lecture		Writing Proficiency Exam
	Lecture/Lab Combination		Workshop
	Master's Thesis		

Proposed Course Fees/Supplies: Included in Tuition/Other (List all).

Proposed Course Grading System (Circle one): Standard Letter Grade, Audit, Pass-Fail

Proposed Course Offerings:

- Term: Fall January Spring Summer (circle all that apply)
- Year: Every Year Alternate Odd Year Alternate Even Years (circle one)

Proposed Course Schedule: Number of Days/Week \_\_\_\_ Duration of Each Class Session: \_\_\_\_  
(Ex. 50" 2 hours etc.)

Proposed Course Implementation: (Earliest anticipated term/year): \_\_\_\_\_

Proposed Course Catalog Description (100 word limit).

Proposed Course Syllabus: **Attach** a copy of the course syllabus. A template of a recommended syllabus is available on University Curriculum website.

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**Course Administration & Resources:**

Instructor Name(s), Titles, and Qualifications (per SACS accreditation standards)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The current status of library holdings is inadequate/adequate/exemplary/not applicable (circle one) to support the course. If check inadequate, please **attach** a prioritized bibliography of additional library resources desired. This list will be forwarded to the library for consideration.

The current status of technological support is inadequate/adequate/exemplary/not applicable (circle one) to support the course. If check inadequate, please **attach** a prioritized list of additional technological resources desired. This list will be forwarded to the Technology in Learning Resources for consideration.

Budgetary Considerations: (list)

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**University Curriculum Committee Course Change Form**

**Proposed Course:** \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Faculty Member Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chair, Department/Division Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chair, School Curriculum Committee Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Dean Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chair, University Curriculum Committee Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Provost/Executive Vice President Date \_\_\_\_\_

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Course in Banner: \_\_\_\_\_  
Associate Registrar Date \_\_\_\_\_

Attachments (check all that apply): \_\_\_ Program of Study; \_\_\_ Course Syllabus; \_\_\_ Library List; \_\_\_ Technology List

Modified 08/12/07