Current Chair: Brian Morgan

Request for Undergraduate Course Change

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to Bernice Bullock in the Faculty Senate office. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to bullock@marshall.edu

College: Liberal Arts Department/Division: Classics Current Alpha Designator/Number: LAT 250

Contact Person: Caroline A. Perkins Phone: 62701

CURRENT COURSE DATA:

Full Course Title: Conversational Latin

Catalog Title Abbreviation: Conversational Latin

Alpha Designator/Number: LAT 250 Credit Hours: 3

Term for which changes will be effective (Fill in with appropriate calendar year.):

Fall _____ Spring X _____ Summer _____ Other _____

CHECKLIST/QUESTIONS:

1. Complete this **three** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator (see accompanying note to the section on the next page), course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form)*: _____

   _____
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.
6. If library resources are deemed inadequate, include in the rationale a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.
7. Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: _____	Date: _____
Registrar: _____	Date: _____
Librarian: _____	Date: _____
College Dean: _____	Date: _____
College Curriculum Chair: _____	Date: _____
University Curriculum Committee Chair: _____	Date: _____
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science _____	Date: _____

Request for Undergraduate Course Change – Page 2

Additional Information Required for Undergraduate Course Change

College: Liberal Arts Department/Division: Classics Current Alpha Designator/Number: LAT 250

Change in CATALOG TITLE: ☐ Yes ☒ No

From:

To: (Limited to 30 characters and spaces.)

New Full Catalog Title:

Change in ALPHA DESIGNATOR: ☐ Yes ☒ No

From: To:

Change in COURSE NUMBER: ☐ Yes ☒ No

From:

To:

Change in CONTENT: ☐ Yes ☒ No

From:

To:

Change in CREDIT HOURS: ☒ Yes ☐ No

(A change in credit hours requires documentation that specifies the work requirements have been adjusted accordingly.)

From:

3

To:

1

Change in CATALOG DESCRIPTION: ☒ Yes ☐ No

(Limit of 30 words. If change is substantial, document in the rationale. If change is minor, simply show the change below.

From:

Introduction to basic skills or oral comprehension, composition, and pronunciation of Latin. (PR: LAT 204)

To:

Introduction to basic skills or oral comprehension, composition, and pronunciation of Latin.

Request for Undergraduate Course Change – Page 3

Additional Information Required for Undergraduate Course Change

College: Liberal Arts Department/Division: Classics Current Alpha Designator/Number: LAT 250

Rationale for changes:

Define the rationale for EACH type of change here.
Change in credit hours from three to one; change in catalogue description.

We have rethought the role of conversational Latin in our curriculum and have decided to make it ancillary to our elementary and intermediate Latin courses instead of an upper-level Latin course, and to make it open to first year students. To that end we are reducing the number of credit hours from three to one and we are removing the prerequisite from the catalogue description. We are including the old and new syllabus to show a corresponding reduction in requirements for the course.