

Request for Undergraduate Course Change

Prepare one paper copy with all signatures and forward to Bernice Bullock in the Faculty Senate office. Additionally, immediately following attainment of the College Curriculum Chair signature, send one identical ELECTRONIC COPY sans signatures in PDF format with all supporting documentation converted to PDF format by email to Bernice Bullock in the Faculty Senate office.

COFA _____ MUSIC _____ MUS 270/470
 College: _____ Department/Division: _____ Current Alpha Designator/Number: _____
 DR. MARK ZANTER _____ 304.696.3117
 Contact Person: _____ Phone: _____

CURRENT COURSE DATA:

MUSIC PRODUCTION PRACTICUM	
Full Course Title: _____	
Catalog Title Abbreviation: _____	MUSIC PRODUCTION PRACTICUM
Alpha Designator/Number: _____	MUS 270/470 _____ 1
Term for which changes will be effective (Fill in with appropriate calendar year.):	
XX	
Fall _____	Spring _____ 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. NONE
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: COFA Department/Division: MUSIC Current Alpha Designator/Number: MUS 270-470

Change in CATALOG TITLE: Yes No

From:

To: _____ (Limit of 25 characters and spaces.)

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:

To:

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:

APPLICATION OF MUSICAL PRODUCTION PROCESSES, THEORIES, TECHNIQUES. SPECIALIZED PRACTICAL EXPERIENCE IN ALL MUSICAL ASPECTS OF REHEARSAL AND PERFORMANCE.

To:

SPECIALIZED PRACTICAL TRAINING IN ASPECTS OF PERFORMANCE PRODUCTION, PREPARATION, AND EXECUTION. MAY BE REPEATED ONCE.

Request for Undergraduate Course Change – Page 3
Additional Information Required for Undergraduate Course Change

COFA

MUSIC

MUS 270-470

College: _____ Department/Division: _____ Current Alpha Designator/Number: _____

Rationale for changes:

MUS 270, 470 CAN BE TAKEN BY MUSIC MAJORS WHO ARE INVOLVED WITH PERFORMANCE PREPARATION INVOLVING ASPECTS OTHER THAN INSTRUMENTAL OR VOCAL PERFORMANCE. THESE ASPECTS INCLUDE, BUT ARE NOT LIMITED TO CONCERT PROMOTION, STAGE MANAGEMENT, AND TECHNICAL PRODUCTION. NEW DESCRIPTION BETTER FITS CURRENT DEPARTMENT NEEDS.