

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 Department/Division: MUSIC Current Alpha Designator/Number: MUS 322
 College: _____ Contact Person: Dr. Mark Zanter Phone: 696.2482

CURRENT COURSE DATA:

Full Course Title: <u>ORCHESTRATION</u>	
Catalog Title Abbreviation: <u>ORCHESTRATION</u>	
Alpha Designator/Number: <u>MUS 322</u>	Credit Hours: <u>3</u>
Term for which changes will be effective (Fill in with appropriate calendar year.):	
Fall <input checked="" type="checkbox"/> 2009 Spring _____ Summer _____ (the _____)	

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): None
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 322

Change in CATALOG TITLE: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No From: To:	(Limit of 25 characters and spaces.)
Change in ALPHA DESIGNATOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No From: To:	
Change in COURSE NUMBER: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No From: To:	
Change in CONTENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No From: To:	
Change in CREDIT HOURS: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (A change in credit hours requires documentation that specifies the work requirements have been adjusted accordingly.) From: 3 cr. To: 2 cr.	
Change in CATALOG DESCRIPTION: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Limit of 30 words. If change is substantial, document in the rationale. If change is minor, simply show the change below.) From: A detailed study of band and orchestra instrument capabilities and their use in various large and small ensembles to develop comprehensive scoring technique. (PR: MUS 212 and 214, MUS 320) To: A detailed study of band and orchestral instrument capabilities and their use in various large and small ensembles. (PR: MUS 212 and 214)	

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

COFA

MUSIC

MUS 322

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

Rationale for changes:

CREDIT CHANGE: brings Orchestration in line with other specialized courses in the BFA composition degree (such as MUS 317, MUS 432). Change in course description more clearly states current objectives.