

Request for Undergraduate Course Change

1. Prepare **one** paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

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

Contact Person: _____ Phone: _____

CURRENT COURSE DATA:

Course Title (Current Title within Banner): _____

Alpha Designator/Number: _____ Credit Hours: _____

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

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.
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.

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

Department Chair/Division Head: _____

Date: _____

Registrar: _____

Date: _____

College Dean: _____

Date: _____

College Curriculum Chair: _____

Date: _____

General Education Council Chair *: _____

Date: _____

University Curriculum Committee Chair: _____

Date: _____

Faculty Senate Chair: _____

Date: _____

VP Academic Affairs/VP Health Science _____

Date: _____

* - Signature necessary only if course is to be Core Curriculum Course

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Additional Information Required for Undergraduate Course Change

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

Change in COURSE TITLE: _____ Yes _____ No **NOTE:** If changing to Critical Thinking, you MUST reserve **(CT)** at the end of new title

From: _____

To: _____ (Limited to 30 characters and spaces.)

Change in ALPHA DESIGNATOR: _____ Yes _____ No

From: _____ To: _____

Change in COURSE NUMBER: _____ Yes _____ No

From: _____ To: _____

Change in GRADING MODE (Graded or Credit/No Credit): _____ 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: _____

Addition of GENERAL EDUCATION ATTRIBUTES: _____ Yes _____ No

From: _____ To (check all that apply): CT INTL MC Core II (Core II type: _____)

Note: Applications for Gen Ed attributes must be attached. <http://www.marshall.edu/wpmu/gened/core-ii-courses-info/>

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:

To:

See <http://www.marshall.edu/senate/ucc/> for information on chair

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Additional Information Required for Undergraduate Course Change

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

Define the rationale for EACH type of change here. *NOTE: If major change in content, please consider creating a new course.*