

## Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: \_\_\_\_\_ Dept/Division: \_\_\_\_\_ Current Alpha Designator/Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### CURRENT COURSE DATA:

Course Title: \_\_\_\_\_

Alpha Designator/Number: \_\_\_\_\_

Title Abbreviation: \_\_\_\_\_

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, 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.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

|                                 |            |
|---------------------------------|------------|
| Dept. Chair/Division Head _____ | Date _____ |
| Registrar _____                 | Date _____ |
| College Curriculum Chair _____  | Date _____ |
| Graduate Council Chair _____    | Date _____ |

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College: \_\_\_\_\_ Department/Division: \_\_\_\_\_ Alpha Designator/Number: \_\_\_\_\_

Provide complete information regarding the course change for each topic listed below.

**Change in CATALOG TITLE:**  YES  NO

From \_\_\_\_\_ (limited to 30 characters and spaces)

To \_\_\_\_\_

If Yes, Rationale

**Change in COURSE ALPHA DESIGNATOR:**

From: \_\_\_\_\_ To : \_\_\_\_\_  YES  NO

If Yes, Rationale

**Change in COURSE NUMBER:**  YES  NO

From: \_\_\_\_\_ To: \_\_\_\_\_

If Yes, Rationale

**Change in COURSE GRADING**

From  Grade To  Credit/No Credit

Rationale

**Change in CATALOG DESCRIPTION:**  YES  NO IF YES, fill in below:

From

To

If Yes  
Rationale

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Change in COURSE CREDIT HOURS:  YES  NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

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Change in COURSE CONTENT:  YES  NO

From

To

Rationale

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College: \_\_\_\_\_

Department: \_\_\_\_\_

Course Number/Title \_\_\_\_\_

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1. **REQUIRED COURSE:** If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

2. **COURSE DELETION:** List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

3. **ADDITIONAL RESOURCE REQUIREMENTS:** If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

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Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description: