**Proposal to Revise [insert course prefix/number]**

**Department of [insert]**

***Directions****: Complete and submit to School Dean. School Dean reviews, and if approved, emails to the Associate Provost and Assistant Director of Curriculum.*

*Submission deadline is* ***December 20****.*

1. **Approvals**

Department approval:insert date

School Dean: insert date

2. **Summary of proposed change(s)**:

3. **Rationale for proposed change(s):**

Potential responses could include changes in course content, course complexity, assessment results, benchmarking, best practices, accrediting requirements, etc.

4. **Assessment of student learning**.

a. Describe how this change impacts the department assessment plan.

b. Demonstrate how course objectives align with the student learning objectives for the major/minor. (Complete table below.)

|  |  |
| --- | --- |
| **Student learning objectives for the major/minor** | **Course objectives** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

5. **Course description**. If revising the description, indicate deletions ~~with a strike through~~, and **additions in bold.** Coursedescriptions must be 100 words or less.

6. Complete the following table. If there is no change to an area, write “no change”

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current** | **Proposed** | |
| **Course prefix** |  | no change | |
| **Course number** |  | no change | |
| **Course title** (Transcript is limited to **30** characters, including spaces.) |  | no change | |
| **Pre-requisite(s):** Course content from the pre-req is essential for student success in this course; course MUST be taken before student can register for this course. |  | no change | |
| **Pre or Concurrent** (Can either take the course before OR take simultaneously) |  | no change | |
| **Co-requisites(s)** Course must be taken in the same semester. |  | no change | |
| **Course credits** (applies to students) |  | no change | |
| **Load units** (applies to faculty load sheet) |  | no change | |
| **Course attributes**  Course fee (and amount)  Field experience  Quest (specify)  Lab  Online asynchronous Practicum/Experiential  Service learning  Writing-enriched |  | no change | |
| **Grade Mode**  Letter grade  Pass/Fail  Audit |  | no change | |
| **Effective Date: (first year change appears in College Catalog)** |  | | |
| **Cohort impact:** | Does this change ONLY affect the incoming cohort or does it affect current students? | | |
| **Semester offered**  Fall semester/Spring Term  J-term, May term  Odd years/Even years |  | | no change |
| **Anticipated 1st time of occurrence** (semester/year) |  | |  |
| **Max enrollment:**  37 for most disciplines  25 for writing-enriched  18 for FYS  25 for summer online |  | | no change |
| **Course restricted to:**  Majors only  FY/SO/JR/SR  Not for a major  Instructor approval  Departmental approval |  | | no change |
| **Majors that require this course:** |  | |  |
| **Majors for which this course is an option to fulfill requirements:** |  | |  |
| **Minors that require this course:** |  | |  |
| **Minors for which this course is an option to fulfill requirements:** |  | |  |

7. **Credit hours**. A credit hour is defined as 50-60 minutes of classroom instruction + 2 hours of outside work, meeting once a week for 15 weeks for each credit hour awarded (or a combination that equals the same amount of time). Describe how this course will meet these requirements.

8. **FTE, staffing and budget.** Note: Any increase in cost/staff must be reviewed by the Provost before going to the curriculum committee.

a. The proposed change(s) **[is/is not]** FTE neutral. Provide details of non-neutral FTE impact.

b. The proposed change **[does/does not]** impact departmental staffing. Provide details.

c. The proposed change **[does/does not]** impact departmental budget. Provide details.

d. Describe change(s) required in terms of specific equipment, technology or classroom space. Provide details.

9**.** Describe the ways in which these changes impact:

* Information Technology
* Business Office
* Office of Disability Services
* Murray Library and Learning Commons
* Pre-professional programs
* Teacher Education Program
* Intercultural Office (Education Abroad/International Programs)