

# COURSE PROPOSAL FORM: CHANGE OR DROP OF COURSE IN CATALOG

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- Instructions:
1. Indicate here if this is a proposal for a \_\_\_\_\_ **course change**, or a \_\_\_\_\_ **course deletion**.
  2. Complete Parts I and IIA for a course change or Parts I and IIB for a course deletion. Refer to the [Course Proposal Form Checklist](#) for guidelines.
  3. **Include old and new course descriptions along with a proposal for a course change.**
  4. Obtain required signatures for Part III.
  5. Submit completed form to the Faculty Senate Curriculum Committee.

## Part I: Course Information

Department: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Subject Code  
& Course Number: \_\_\_\_\_

Catalog Title: \_\_\_\_\_

## Part IIA: Course Change

1. Indicate nature of change: \_\_\_\_\_ Catalog title  
\_\_\_\_\_ Course description\*  
\_\_\_\_\_ Term(s) offered  
\_\_\_\_\_ Credit hours

\* For course description change, attach both the old and new description. Include term(s) offered, credit hours, prerequisites and/or restrictions. **UNDERLINE NEW WORDING.**

2. Reason for change:



**Part IV: Faculty Senate Curriculum Committee Review**

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_