COURSE PROPOSAL FORM: CHANGE OR DROP OF COURSE IN CATALOG

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:
3. Resource Impact Statement. Address curriculum facilities and personnel issues. For example: will this course require multimedia facilities, an increase in number of classes, laboratory sections or assistants, a special type of classroom design or support personnel?

Part IIB: Course Deletion

1. Prerequisites and corequisites for:

2. Reason for drop:

3. Resource Impact Statement. In this section, address curriculum, facilities and personnel issues.

Part III: Required Approvals

Department Head: ____________________________ Date: ___ / ___ / ______
Chair of School Curriculum Committee: ____________________________ Date: ___ / ___ / ______
Dean of School (or designee): ____________________________ Date: ___ / ___ / ______
Part IV: Faculty Senate Curriculum Committee Review

Date:  ____ / ____ / ________