**Routine Course Revision Form**

|  |  |
| --- | --- |
| Department | Course Level |
|  |  |

|  |  |
| --- | --- |
| Instructor(s) |  |

This form should be used to request routine changes to existing courses.

Do not use this form when proposing courses that were previously taught as topics courses and are now being proposed as permanent offerings with descriptions appearing in the Catalog. The Curriculum Committee considers these changes to be substantial revisions and we need to know the details to ensure that the correct information appears in the Catalog, master schedule, and student degree audits. For these proposals, use the form for New Courses or Substantial Revision to existing course.

All proposals must be submitted to the Associate Dean of the Faculty who will then forward a copy of the proposal to the Chair of the College Curriculum Committee.

Deadline for *spring term*: **September 15**

Deadline for *fall term*: **December 15**

|  |  |
| --- | --- |
| Current Course Department and Number |  |
| Current Title |  |

**Check all that apply:**

|  |  |
| --- | --- |
| Change in liberal arts credit |  |
| Change in title |  |
| Decrease in prerequisites |  |
| Deletion of a course |  |
| Other |  |

[If requesting a new title, you need to include: New Title, New Abbreviated Title (limited to 26 characters), and Old and New Course Descriptions if the course description will change.]

|  |  |  |
| --- | --- | --- |
| 1. | Description of the Request |  |
| 2. | Rationale |  |
| 3. | New catalog copy |  |
| 4. | Former Catalog Copy (beyond course description if appropriate) |  |

**Approvals:**

|  |  |
| --- | --- |
|  |  |
| Chairperson of Faculty Department | Date |

|  |  |
| --- | --- |
|  |  |
| Interdisciplinary Program Director  (if the course counts toward an ID program) | Date |

|  |  |
| --- | --- |
|  |  |
| Dean or Associate Dean of the Faculty | Date |

|  |  |
| --- | --- |
|  |  |
| Chair of Curriculum Committee | Date |

*Revised 4/5/10*