

**Curriculum Committee  
Proposal to Change a Course**

1. Department: \_\_\_\_\_
2. Course Number and Title: \_\_\_\_\_
3. Semester and year when the course change(s) will go into effect: \_\_\_\_\_
4. Change(s) Desired:
  
5. Justification for Change(s):

6. Signature of Department Chair  
or Program Director: \_\_\_\_\_  
Date: \_\_\_\_\_
7. Signature of Dean of School: \_\_\_\_\_  
Date: \_\_\_\_\_
8. Signature of Business Affairs Official: \_\_\_\_\_  
Date: \_\_\_\_\_
9. Signature of Curriculum Committee Chair: \_\_\_\_\_  
Date: \_\_\_\_\_
10. Signature of Faculty Senate Secretary: \_\_\_\_\_  
Date Approved by Senate: \_\_\_\_\_

Completed form should be sent by the Faculty Senate Secretary to the Registrar.

Information about the new course will be sent by the Registrar to:

1. Department Chair
2. Business Affairs Office (establishes course fee structure in SIS, referral to Board for necessary approval)
3. College Relations (addition to Undergraduate Catalog)
4. Academic Affairs Office (Attn: Provost, c/o Beth Murphy)
5. Undergraduate Studies (SNAP, ONCOURSE)