

**Date:**

**INITIATOR INFORMATION**

**Initiator:** Initiator's name

**Email:** Initiator's email

**Phone #:** Initiator's number

**College/School:** List College

**Department:** List Department

**Division:** If not a school or college, list division

**CIP Code** Every course has a CIP Code.  
Proposal cannot be considered w/o code.

**PROPOSED ACTIONS -**

<input type="checkbox"/> New Major Select if proposing a new major	<input type="checkbox"/> Cross-referencing Numbers Select if courses are cross-referenced.  EX. BUS 495/595/795 – The assumption is that students can take the class on any level and it can count toward degree.	<input type="checkbox"/> Archive Major Select if the major is no longer active.  If a new major replaces old major, complete a separate form for adding a new major.	<input type="checkbox"/> Change in Contact Hours Select if the number of internship hours change.
<input type="checkbox"/> New Degree Program Select if proposing a new degree program	<input type="checkbox"/> Change in Course Title Select if proposing a change in the title. If one word in the title changes, it must be approved.	<input type="checkbox"/> Archive Program Select if a program is no longer active.	<input type="checkbox"/> Addition of Prerequisite Select if a prerequisite is added for any course.  State the course in which prerequisite is added in the "proposal submitted" section on the Curricular Action Form.
<input type="checkbox"/> New Online Degree Program Select if proposing a new online program.	<input type="checkbox"/> New Certificate Program Select if proposing a new certificate program.	<input type="checkbox"/> New Online Certificate Program Select if proposing a new online certificate program.	<input type="checkbox"/> Add existing course to curriculum as a requirement Select if you adding this course that already exists to the curriculum as a required course.
<input type="checkbox"/> New Concentration Select if proposing a new concentration	<input type="checkbox"/> Change in Course Number Select if proposing a change in course number. If an existing course requires a new course number, select this.  However, ensure that the new number does not already exist in the system.	<input type="checkbox"/> Archive Concentration Select if a concentration is no longer active.	<input type="checkbox"/> Deletion of Prerequisite Select if it is a deletion of a prerequisite for a course.  Specify which course the prerequisite is removed from.
<input type="checkbox"/> New Minor Select if proposing a new minor	<input type="checkbox"/> Change in Credit Hours Select if proposing a change in the number o credit hours.	<input type="checkbox"/> Archive Minor Select if a minor is no active.	<input type="checkbox"/> Change Course to Elective Select if existing course is now an elective and no longer a requirement.
<input type="checkbox"/> New Course and New Course Number Select if proposing a new course with a new course number.	<input type="checkbox"/> Change in Course Description Select if proposing a change in the course description. This is	<input type="checkbox"/> Archive Course Select if course is no longer active. If you are archiving a course that is being replaced by	<input type="checkbox"/> Change Course to Requirement

When adding new course, state whether the course is an elective or required course in the description of the proposal submitted on the Curricular Action Form.	required for any modification in the course description.	a new one, a separated form must be completed.	Select if existing course is now a requirement and no longer an elective.
<input type="checkbox"/> Change in Sequence of Courses Select if a course is moved from one year to another. For example, RE 581 is moved from the sophomore-2 <sup>nd</sup> Semester to the Senior Year 2 <sup>nd</sup> Semester.	<input type="checkbox"/> Change in Grading System Select if existing course changes how it grades. For example, if the course no longer requires an A, B, C, D, or F, and now requires on a P or F, indicate it here. On the Action Form, explain.	<input type="checkbox"/> Other: Explain Select if action is not listed. Specify action in this space.	
<b>Course Number/Course Title Change</b> (If applicable to Proposed Actions): <input type="checkbox"/> <b>Required</b> <input type="checkbox"/> <b>Elective</b> <input type="checkbox"/> <b>General Education</b> Complete this section when there is any action regarding a new or existing course. Provide course number and title. Check the appropriate status box. Provide brief explanation. (i.e. Change the title of MA 2000 from Introduction to Calculus to MA 2000 Foundations of Calculus)			

## DESCRIPTION OF COURSE

<b>Present Course Description:</b> Complete this section <b>ONLY</b> when there is action regarding <b>any course</b> . List the course number and course title. The description must be written as it is in the university's course catalog. If it is a proposal for a new course, skip this column.	<b>Proposed Course Description:</b> Complete this section if you are adding a <b>new</b> course or proposing a change in the course description of an existing course. List the course number and course title. The description should clearly convey what the course entails.
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## ATTACHMENTS – Check all that apply and submit with proposal forms.

<input type="checkbox"/> Present Curriculum Sheet Must be submitted with all proposals.	<input type="checkbox"/> New Curriculum Sheet Must be submitted when the curriculum changed in any way (i.e. add/delete course, change sequence, add/delete prerequisites)	<input type="checkbox"/> Course Outline Must be submitted when there is a change in the content of the course.	<input type="checkbox"/> Bibliography/References This should be included in every syllabus (required). This can also entail references to the a rationale statement.
<input type="checkbox"/> Program Documents This is optional but can strengthen your proposal. Include any documents about the program that can provide an understanding of why change is necessary. This is required for new programs, new minors, and new concentrations.	<input type="checkbox"/> Accreditation Documents This is optional but can strengthen your proposal. Include any documents about the program's accreditation requirements that can provide an understanding of why change is warranted.	<input type="checkbox"/> Syllabus A syllabus is required for every action regarding a course. If a new program, new minor, and/or concentration is proposed, a syllabus for <b>each</b> course must be provided.	<input type="checkbox"/> Other: Specify Specify any addition documents included with the proposal.

## SCREENING COMMITTEE ACTION – To be completed by the Screening Committee Chair

**Date Received:**

**Date Screened:**

**Screening Committee Chair Signature**