

Instructions for [Form C](#) · Request for Changing a Course

NOTE: Form C is not to be used for changes in course rubric or numbering. When the number/rubric of a course is being changed, Form A *and* Form B must be submitted to add the course with the new number/rubric and to drop the course with the original number/rubric.

Seventeen identical copies of each request must be submitted.

All questions must be answered. The course proposal will be delayed until the form is filled out completely and correctly. Proposals should be submitted early enough to obtain final approval before the desired effective date.

Dates of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider curricular proposals that have not been approved by college/departmental curriculum committees.

Most items are self-explanatory. The complete present and proposed catalog entries must be provided. Proposed **course descriptions** should follow standard catalog format (See Appendix C for a key to catalog abbreviations and standard catalog wording); Although there is no specific word limit, course descriptions should be concise.

The **short title** appears on transcripts and in the scheduling booklet. It may not exceed 20 characters.

Departments with curricula which include this course and/or courses for which this course is a prerequisite must be identified and notified in writing. Any responses from colleges/departments affected by the proposal should be attached to form C.

If the course is on the general education list, the Faculty Senate General Education Committee must also be notified by the department.

If the course is cross-listed, catalog descriptions for both departments and approval signatures of each dean and chair concerned should be submitted.