

MODIFIED COURSE PROPOSAL FORM

This form is intended for faculty who are converting an existing course from the traditional semester/half-semester format to the short-term or hybrid format.

Existing Prefix & #⁵	Existing Catalog Title for Course	
Short-Term Hybrid		
Date Submitted	Credit (.125, .25, .50, .75, 1.0, or variable, e.g., .25-.5)	Cross-listed Prefix & # (if applicable)

- Passed by Curriculum Comm on _____
 - Approved by faculty on _____
 (for Registrar's use)

⁵Consult the Registrar for appropriate course numbers.

Instructions: Please complete this form and submit one signed electronic copy and the course syllabus to the chair of the Curriculum Committee. This proposal will be reviewed by the Curriculum Committee within 1 week of submission; approved proposals will then be brought before the faculty (at a faculty meeting) for final approval. If you are submitting multiple related courses, please provide a cover page describing the overall justification. Please consult the chair of Curriculum Committee with any questions.

Name of submitter _____ from Department/Program _____

1) Mark an "X" in the requirements fulfilled by this modified course; include any cross references.

This proposal is for	
Program major – required	
Program minor – required	
Program major – elective	
Program minor – elective	
Program – General Education	
Integrated Studies	
Interdisciplinary (INTR)	
QRP - Required for major	
QRP - Elective	

Please answer all questions...	
Is this a participation course? (See list in Catalog)	
Is the course repeatable for credit?	
If so, how many times may it be taken for credit?	
Is the course graded or credit/no credit?	
Is the course a lecture course?	
Is the course a lecture & laboratory?	
Is the course a travel course?	
Is the course cross-listed?	
Are there pre/co-requisites for this course?	

2) Before the Curriculum Committee reviews any proposal, the submitter must discuss this proposal with either the department chair or the INTG area coordinator. In the case of the submitter being the department chair, the proposal must be shared with departmental members. Please confirm that you have done so by checking this box .

3) The course you are proposing will be taught starting in which semester?

 Fall Spring Jan May of _____

4) Check the anticipated frequency for this course offering:

Multiple sections each semester One section each year

One section each semester One section alternate years

Other pattern, please describe: _____

5) What is the anticipated enrollment? _____

MODIFIED COURSE PROPOSAL FORM

6) How will the offering of this course be staffed?

This course will be a substitute for an older course that will be removed from the catalog.

This course will be taught by a faculty member who will not be teaching another course as frequently.

This course will **NOT** add to the departmental teaching load.

This course **WILL** add to the departmental teaching load. Please explain:

7) Please provide a rationale for adding this course:

a) Curriculum alignment/alteration of program goals and objectives.

b) The specific need for the proposed course.

c) A plan for assessing specific outcomes related to some aspect of the curriculum.

MODIFIED COURSE PROPOSAL FORM

8) Will this course require specialized resources that do not currently exist? Please explain.

9) Please provide any additional comments:

(Email of completed form to the Curriculum Committee by the department chair constitutes the chair's signature)

Signature of submitter _____ Date _____

Signature of Department Chair _____ Date _____

Signature of Program
Coordinator (if applicable) _____ Date _____

Signature of INTG area
Coordinator (if applicable) _____ Date _____

Signature of Chair from cross-
listed Department (if applicable) _____ Date _____