CURRICULUM PROPOSAL OF LESS THAN MAJOR SIGNIFICANCE

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| FROM: (Department) |   | (Name)  |       |

PROVIDE: Signed original hard copy and one PDF file to Curriculum Committee, one hard copy to Academic Dean’s Office.

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| TYPE OF CHANGE: |  | COURSE USE: |
| [ ]  New Course | [ ]  Course Description | [ ]  Meets LEP/MTC Requirement (Specify area:      ) |
| [ ]  Course Title | [ ]  Topics - 1st Offering | [ ]  Meets Graduation Requirement |
| [ ]  Course Number | [ ]  Topics - 2nd Offering | [ ]  Major/Minor Requirement |
| [ ]  Course Deletion | [ ]  LEP 101 | [ ]  Major/Minor Elective |
| [ ]  Grading | [ ]  Other | [ ]  Other |
| [ ]  Credit Hours[ ]  Prerequisite |  |  |

**Describe what this proposal requests**:

**Full Catalog Description** (**after this change is applied**): Include course number, title, credits, grading, description and prerequisites.

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| 1. Requested date of proposal implementation (if approved):  | [ ]  Immediate [ ]  Next academic year [ ]  Later ( \_\_\_\_\_\_\_\_\_\_\_\_\_ )  |

 2. Rationale for this change and implementation date:

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| 3. Does this course overlap with any other course in the institution?  | [ ]  Yes  | [ ]  No |

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| --- | --- | --- | --- | --- |
| 4. Can this course be repeated multiple times for credit? [ ]  Yes  | [ ]  No If “yes”, how many times? |  |  |  |

5. Attach a completed **CourseOutline** form and a **course syllabus** to this document (required only of new, topics, or LEP course proposals, or **changes in description**).

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| This proposal is recommended by the sponsoring Department |  |  |
|  | Chairperson's Signature | Date |

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| CURRICULUM COMMITTEE ACTION:[ ]  Approved[ ]  Disapproved with explanation[ ]  Returned with recommendations | ADMINISTRATIVE ACTION:[ ]  Approved[ ]  Recommendation for approval[ ]  Recommendation for disapproval with explanation[ ]  Returned to F.A. with recommended revision |
| Signature of Curriculum Committee Chairperson Date | Signature of Academic Officer Date |

(Revised 12/20)