

Date Changes are Requested to go into Effect Year: _____

***Please note proposals/changes need to be approved by April 1st of each year to ensure that they make it into the upcoming catalog**

Purpose:

To request that all courses in a department be renumbered and to summarize those changes in one document.

Instructions:

- For each course that is changing, submit an “Existing Course Modification/Deletion” form.
- For each course that is brand new, submit a “Course Addition” form.
- As a courtesy to the Curriculum Committee and Registrar, summarize the changes by filling out the entire form below.
- If more room is needed, please add an addendum and clearly identify which item is continued.
- Attach this form to all “Existing Course Modification/Deletion” forms and “Course Addition” forms.

Date: _____

Submitted by: _____

Department: _____

Department Chair Signature (e-signature is acceptable): _____

Justification:

What is the rationale for this entire department’s course renumbering?

Have you spoken with your entire department before submitting this proposal to ensure you are on the same page? Check one: YES NO

Summary Table:

Existing Code and Number	New Code and Number	Should these be equated so a student should take it twice under different numbers?	
		YES	NO

This form must be submitted to the Curriculum Committee. Signatures below are required for approval.
E-signatures are acceptable

Chair of the Curriculum Committee, Signed

Provost and Dean of the College, Signed

Registrar, Signed

Date