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| Proposal Number: |  |  | Current Academic Year: |  |  FYI |
| Proposal Short Title: |  |  | UCC/GCC Approval Date: |  |  |

**Curriculum Committees Course Update Form**

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| --- | --- |
| **College:**  | **College Approval Date:**  |
| **Department:** (if applicable) | **Dean:**  |
| **Degree:**  | **Program Director and/or Chair:**  |
| **Program:**  | **Proposal Sponsor:**  |

|  |  |
| --- | --- |
| ***Proposal Options*** (Choose One) | ***Required Documentation*** |
|  Addition of Course | UF Syllabus |
|  Elimination of Course | Curriculum Review Memorandum (CRM) |
|  Modification of Course | Documents dependent on type of modification |
| Type of Modification (Choose all that apply) | Changes may be considered modification if the intent of the course does not change |
|  Change of Grade Type | UF Syllabus  |
|  Prerequisite/Co-requisite Change | Curriculum Review Memorandum (FYI status) |
|  Course Number Change | UF Syllabus |
|  Course Title Change | No Additional Documentation Needed (FYI status) |
|  Course Credit Hour Change | UF Syllabus, Curriculum Review Memorandum (if change impacts another program’s graduation hours)(If program required hours change due to the course credit change, then a Program Update Form for Modified Degree Plan must also be submitted) |
|  Minor Catalog Change (e.g., Course Description Change) | No Additional Documentation Needed (FYI status) |

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|  | **Background:** A brief summary indicating what review process has led to identifying this change as necessary.  |
|  | **Proposal:** A concise statement of the proposal (e.g., change credit hours for CSCI 240 from four(4) to three(3) hours, modify the course description for BIOL 150, modify prerequisite for MBA 610).  |
|  | **Current Catalog Copy:** Include text from the online UF catalog at <http://catalog.findlay.edu/> |
|  | **Proposed Catalog Copy:**  Course/Catalog copy you are proposing (course number, title, description, and if appropriate prerequisite[s] or co-requisite[s]) |
|  | **If proposing a new course or proposal changes any of the following, answer the following:**Will the course be offered online and/or in person?What term(s) will the course be offered (e.g., fall only)?What instructional format should be assigned to the class (i.e., lecture, lab, research, seminar, experiential, clinical, independent study, internship, studio, thesis, workshop, combination [identify formats being combined])? An explanation of each instructional format can be found in the Graduate or Undergraduate Curriculum Committee repository. What grading will be used (i.e., letter, S/U)?Will this course be a special topics course or will it have different subtitles? If yes, list all possible special topics or subtitles that are known at this time. Is the class repeatable for credit? If yes, how many times and for how many total hours? |
|  | **Rationale:** A persuasive statement that explains how the requested changes address the need you identified in the Background. |
|  | **Projected Impact:** A statement detailing the projected impact both positive and negative that these changes could have on the institution on ***all of the items below***. Note the statement “no impact” is not an acceptable response.Tuition and Income:Faculty:Support Staff:Other Programs/Majors/Minors:Current and Potential Students:Facilities (including library):Equipment and Other Potential Costs: |
|  | **Proposal Effective Date and Term of First or Last Expected Offering:** Upon Internal Approval Upon External Approval (e.g., ODHE, HLC)Term (i.e., fall, spring, or summer) of First or Last Expected Offering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Student Transition:** How will current students be transitioned to the new requirements? |
|  | **Supporting Documents:** Embed here the following supporting documentation: course syllabus. You may attach as a separate document Curriculum Review Memorandums. If you feel that a supporting document is not applicable, please include a comment such as, “a syllabus is not required based on the requested change” as justification for an exception to the supporting document requirement. |

**For submission to GCC please direct form and supporting material to the Chair of the Graduate Curriculum Committee and copy to Heather Riffle**

**For submission to UCC please direct form and supporting material to the Chair of the Undergraduate Curriculum Committee and copy to Renee Schafer**

File name should use the following format: GCCorUCC.meeting.date\_UndergradorGradCurriculum\_ProposalNumber\_Proposal\_Short\_Title

Example: 2019.09.24\_GradCurriculum\_COHP03G\_Modify\_MSHI