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

**Curriculum Committees Course Update Form**

|  |  |
| --- | --- |
| **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, Degree Plan (if applicable) |
| Elimination of Course | Degree Plan (if applicable), Curriculum Review Memorandum |
| 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 no change to total program 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) |

|  |  |
| --- | --- |
|  | **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, etc.). |
|  | **Current Catalog Copy:** Check the online UF catalog at <http://catalog.findlay.edu/> |
|  | **Proposed Catalog Copy:**  Course/Catalog copy you are proposing |
|  | **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 the following items: tuition & income, faculty, support staff, other programs/majors/minors, current & potential students, facilities (including library), equipment and other potential costs.) Note the statement “no impact” is not an acceptable response. |
|  | **Proposal Implementation Timeline: (Choose one)**  Next Term Next Academic Year Next Catalog Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Student Transition:** How will current students be transitioned to the new requirements? |
|  | **Supporting Documents:** Embed here the following supporting documentation: course syllabus, program mission, program goals, degree plan, Evidence of Student Matriculation Support Memorandum. You may attach as separate documents any Evidence of Needs Assessment and Budget Memorandum or Curriculum Review Memorandums. If you feel that a supporting document is not applicable, please include a comment such as, “an exit plan is not required because there are no currently enrolled students within this program” 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\_MAT