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

**Curriculum Committees Course Update Form**

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| --- | --- | --- | --- |
| **College:** | Click to select college | **College Approval Date:** | Click to Enter Date |
| **Department: (if applicable)** |  | **Dean:** |  |
| **Program Type:** | Click to select program type | **Program Director and/or Chair:** |  |
| **Program:** |  | **Proposal Sponsor & Email:** |  |

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| --- | --- |
| **Proposal Options (Choose One)** | **Required Documentation** |
| Addition of Course | UF Syllabus |
| Elimination of Course | Curriculum Review Memorandum (CRM), If Applicable |
| 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, If Applicable (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 with 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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| **If a CRM is required, ensure *all* CRMs are attached to the proposal upon submission.** |
| Does the course add or remove a course from another department as a prerequisite or co-requisite?  Yes (Acquire CRM from all relevant departments)  No (proceed to next question) |
| Does the course being modified appear in a program in another department (either as required or optional)?  (Search the online UF catalog at <https://findlay.smartcatalogiq.com/> to find the course)  Yes (Acquire CRM from all relevant departments)  No (proceed to next question) |
| If a *new* course, does the *new* course’s title or description share a similar title or description with an existing course in another department?  (Search the online UF catalog at <https://findlay.smartcatalogiq.com/> to find similarities)  Yes (Acquire CRM from all relevant departments)  No  N/A (proceed to next question) |
| If changes are made to an *existing* course, do the changes create a new title or description that is similar to the title or description of another *existing* course in another department?  (Search the online UF catalog at <https://findlay.smartcatalogiq.com/> to find similarities)  Yes (Acquire CRM from all relevant departments and continue below)  No  N/A (continue to A) |

*The prompts in grey for items A-J are intended to guide the creation of the expected response and should not be removed.*

*Please provide a response in the space provided after each prompt.*

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|  | **Proposal Title:**  A concise summary statement of the proposal’s purpose (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). |
|  | |
|  | **Need Discovery:** Include a brief summary indicating how the need for this proposal was discovered. Include what review process led to identifying this need as well as, if applicable, any supporting evidence that led to the discovery. If evidence can be hyperlinked, include the links here. If evidence cannot be hyperlinked, include it in Section J: Supporting Documents. |
|  | |
|  | **Current Catalog Copy:** Include text from the online UF catalog at <https://findlay.smartcatalogiq.com/>. Copy and paste the course information as it appears in the catalog including the course prefix, number, title, description, credit hours, and, if appropriate, prerequisite(s) and/or co-requisite(s). Remove all bolding, hyperlinks, double spacing, and underlining. After copying and pasting, be sure to use a font (Calibri 10pt) and color consistent with the other responses.  If proposing a new course, insert “N/A”. |
|  | |
|  | **Proposed Catalog Copy:** Insert the proposed catalog copy including the course prefix, number, title, description, credit hours, and if appropriate prerequisite[s] or co-requisite[s]. Remove all bolding, hyperlinks, double spacing, and underlining. If copying and pasting, be sure to use a font (Calibri 10pt) and color consistent with the other responses.  If deleting a course, insert “N/A”. |
|  | |
| **If proposing a new course or proposal changes any of the items below related to an existing course, answer the following:**  Will the course be offered online, in person, or both?  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](https://docs.google.com/document/d/1y0Crh2HDhVyRXrIqS4AzRLcSMSSqnQiA/edit?usp=sharing&ouid=102158426321271310740&rtpof=true&sd=true).  What grading type 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 course repeatable for credit? If yes, how many times and for how many total hours? | |
| **E.** | **Rationale:** Persuasive statements that explains how the proposal offers the best solution to the need discovered in Section B. *Address all items below (failure to address all items will stop the proposal from moving forward).* |
| **Solution** (Briefly explain how this proposal offers a solution to the need discovered in Section B)  **Justification** (Briefly explain why this is the best solution for the need discovered in Section B. Address why this is the best solution for the program, the course, the college, the students, and/or the University of Findlay)  **Evidence of Best Practices** (Include an explanation of how this change aligns with one or more of the following:  1) best practices in the discipline,  2) similar programs and courses at institutions like the University of Findlay,  3) accreditation or licensure standards, and/or  4) detailed internal data and evidence.  Include hyperlinks to those standards, licensure requirements, practices, or programs whenever possible. If evidence cannot be hyperlinked, include it in Section J: Supporting Documents) | |
| **F.** | **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 Across UF:  Other Programs/Majors/Minors:  Current and Potential Students:  Facilities (including library):  Equipment and Other Potential Costs: | |
| **G.** | **Proposal Effective Date and Term/Year of First or Last Expected Offering:** |
| Upon Internal Approval  Upon External Approval (e.g., ODHE, HLC)  Term and Year (e.g., Fall Standard 2025, Winter Orange 2026) of First or Last Expected Offering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **H.** | **Student Notification:** How will current students be notified (e.g., advising, emails, catalog updates) of the changes in this proposal and the impact of those changes on the completion of their program of study? |
|  | |
| **I.** | **Retroactive Impact:** If the proposal creates changes that should be retroactively applied by the Registrar, indicate those changes here (e.g., “The degree audit should be modified to reflect current students can use either class to fulfill the following requirement:”). If there is no retroactive impact, mark “N/A”. |
|  | |
| **J.** | **Supporting Documents:** Respond either Yes or No to each of the following prompts. If the response is Yes, insert the required and/or supporting document(s) (excluding program update forms which must be filed separately) after the directions for submission and file naming. |
| **UF Syllabus:**  Yes (attach)  No  **Curriculum Review Memorandum (CRM):**  Yes (attach)  No  **Program Update Form:**  Yes (file separately)  No  **Additional Supporting Documents from Section B:**  Yes (attach)  No  **Additional Supporting Documents from Section E:**  Yes (attach)  No  Note, if all responses are No, this proposal will be marked as an FYI by the appropriate curriculum committee after its review is finalized. | |

**For submission to GCC, please send the form and supporting material to the Chair of the Graduate Curriculum Committee**

**For submission to UCC, please send the form and supporting material to** [uccproposals@findlay.edu](mailto:uccproposals@findlay.edu)

File name should use the following format:

GCCorUCC.meeting.date\_UCCorGCC\_ProposalNumber\_Proposal\_Short\_Title

Example: 2019.09.24\_GCC\_COHP03G\_Modify\_MSHI