

HENDERSON STATE UNIVERSITY COURSE CHANGE PROPOSAL

Submitted to: University Academic Council University Graduate Council Both (double listed classes)

Proposal # _____
(If submitting multiple proposals)

Section I. General Information

Dept./School Submitting Proposal: _____ Date: _____

Contact person: _____ Phone: _____

Requested Implementation Date (Semester & Year): _____

Existing Course: _____
(Include course prefix, number & title)

Type of proposal (please check all that apply; * must answer all question in Section III)

- | | |
|--|---|
| <input type="checkbox"/> Change Subject Prefix* | <input type="checkbox"/> Change Course Content* |
| <input type="checkbox"/> Change Course Number | <input type="checkbox"/> Change Cross-listing W/Another Course* |
| <input type="checkbox"/> Change Course Title | <input type="checkbox"/> Change Pre-requisites* |
| <input type="checkbox"/> Change Credit Hours (2 cr. to 3 cr., etc.) | <input type="checkbox"/> Course Repeat Status |
| <input type="checkbox"/> Change Course Level (1000 to 3000, etc.) | <input type="checkbox"/> Other (_____) |
| <input type="checkbox"/> Change Will Require Updated Program Check Sheet | |
| <input type="checkbox"/> Change Will Impact Liberal Arts Core | |

If "yes" updated program check sheet must be submitted with proposal.

Endorsed By: _____ Date: _____
Department Chair/Administrator

Dean or Director Date: _____

Section II. Library Information

Will additional resources need to be acquired by the library to support this change? _____

If so, list the necessary resources.

Librarian's Comments & Recommendations

Librarian's Signature

Section III. Detailed Description of Changes in Existing Course

1. Description of proposed change: Provide a brief narrative of proposed changes. Statements from departments potentially affected by the proposal must be attached, along with any other supporting materials.

Summary of changes (Existing Vs. New)

Old course/requirement/etc.	New course/requirement/etc.

Questions 2 and 3 are not required if only changing name, course level, or credit hours. Answer only for content and/or degree requirement changes.

2. What are the student outcomes expected as a result of these changes?

3. How will you assess whether or not the outcomes have been met (list at least two different methods of assessment)?