#### Instructions:

1. Refer to the Guidelines for the Presentation of a New Course or Course Change Proposal.
2. Attach a copy of the revised COURSE SYLLABUS if appropriate (Note: Refer to [“C&S Sample Syllabus Format”](http://www.acc.commnet.edu/forms/documents/ACC_C_and_SSampleSyllabusformat-12.8.11.doc) document for components).
3. Verify that course descriptors (course code numbers, class maximum, credit hours, prerequisites, etc.), are consistent with College and Board of Regents policies, and current course numbering system.

**Proposed Changes:** *Check the appropriate box(es) on the left and provide relevant information on the right. Note: Responding to item #19 is required.*

| **Check** |  | **Current** | **Change Requested** |
| --- | --- | --- | --- |
|  | 1. **Department:**
 | \_\_\_\_ Business, Science and Careers\_\_\_\_ Liberal Arts \_\_\_ Manufacturing | \_\_\_ Business, Science and Careers\_\_\_\_ Liberal Arts \_\_\_ Manufacturing |
|  | 1. **Discipline (ex. Anthropology):**
 |  |  |
|  | 1. **Course Code & No. (ex. ANT\* XXX)**
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Existing Common Course\_\_\_\_ New Common Course | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Existing Common Course\_\_\_\_ New Common Course |
|  | 1. **Course Title:**
 |  |  |
|  | 1. **Credit/Semester Hours:**
 | \_\_\_\_\_ No. of Credit Hrs. | \_\_\_\_\_ No. of Semester Hrs. | \_\_\_\_\_ No. of Credit Hrs. | \_\_\_\_\_ No of Semester Hrs. |
|  | 1. **Hours (Faculty Work Load):**
 | \_\_\_\_\_No. Lecture Hrs. | \_\_\_\_ No. Contact Hrs. | \_\_ No. Lab Hrs. | \_\_\_ No. Studio Hrs. | \_\_\_\_\_No. Lecture Hrs. | \_\_\_\_ No. Contact Hrs. | \_\_ No. Lab Hrs. | \_\_\_ No. Studio Hrs. |
|  | 1. **Prerequisites:**
 | \_\_\_\_\_ Course Code; \_\_\_\_\_ No.;Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ Course Code; \_\_\_\_\_ No.;Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **Co-requisites:**
 | \_\_\_\_\_ Course Code; \_\_\_\_\_ No.;Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ Course Code; \_\_\_\_\_ No.;Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **Cross Listed Course:**
 | \_\_\_\_\_ No; \_\_\_\_\_ Yes, Cross Listed Course Code, No., & Title: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ No; \_\_\_\_\_ Yes, Cross Listed Course Code, No., & Title: \_\_\_\_\_\_\_\_\_ |
|  | 1. **Class Maximum:**
 |  |  |
|  | 1. **Semester Effective:**
 |  |  |
|  | 1. **Frequency Offered:**
 | \_\_\_\_\_ per Semester | \_\_\_\_\_ per Year | \_\_\_\_\_ per Semester | \_\_\_\_\_ per Year |
|  | 1. **Full-time Faculty Member Responsible:**
 |  |  |
|  | 1. **Course Description:** (As will appear in the College catalog)
 |  |  |
|  | 1. **Course Status:** (Requirement or Elective)
 | * 1. List Program(s) and Certificates(s) the course is required for:
 | * 1. List Program(s) and Certificates(s) the course is required for:
 |
| * 1. List Program(s) and Certificate(s) the course is an elective for:
 | * 1. List Program(s) and Certificate(s) the course is an elective for:
 |
| * 1. Elective categories the course fulfills (e.g., Fine Arts, Humanities, etc.):
 | 1. Elective categories the course fulfills (e.g., Fine Arts, Humanities, etc.):
 |
|  | 1. **Delivery Platform:**
 | \_\_\_\_\_ HYBR (Online & Classroom)\_\_\_\_\_ INTN (Internship)\_\_\_\_\_ OLCR (Online with Campus Requirement)\_\_\_\_\_ ONLN (Fully Online)\_\_\_\_\_ TRAD (Classroom) | \_\_\_\_\_ HYBR (Online & Classroom)\_\_\_\_\_ INTN (Internship)\_\_\_\_\_ OLCR (Online with Campus Requirement)\_\_\_\_\_ ONLN (Fully Online)\_\_\_\_\_ TRAD (Classroom) |
|  | 1. **Course Objectives:**
 |  |  |
|  | 1. **Learning Outcomes:**
 |  |  |
| ✓ | 1. **Rationale for Change** (Required)**:**
 |  |
|  | 1. **Additional Resources Needed** (e.g., library, software, equipment, supplies, etc.):
 |  |  |
|  | **21. Additional Student costs (materials, lab fees, etc)** |  |  |
|  | **22. Changes needed for web site or catalog** | Website \_\_\_\_\_ No; \_\_\_\_\_ YesCatalogue \_\_\_\_\_ No; \_\_\_\_\_ YesProgram Sheets \_\_\_\_\_ No; \_\_\_\_\_ Yes List Program sheets to be updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Website \_\_\_\_\_ No; \_\_\_\_\_ YesCatalogue \_\_\_\_\_ No; \_\_\_\_\_ YesProgram Sheets \_\_\_\_\_ No; \_\_\_\_\_ Yes List Program sheets to be updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **23. Impact on TAP Framework or TAP Pathways:** | \_\_\_\_\_ No\_\_\_\_\_ Yes, Describe impact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ No\_\_\_\_\_ Yes, Describe impact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **24. Impact on existing articulations:** | \_\_\_\_\_ No\_\_\_\_\_ Yes, List articulation agreements impacted and how: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ No\_\_\_\_\_ Yes, List articulation agreements impacted and how: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **25. Impact on transfer:** | \_\_\_\_\_ No\_\_\_\_\_ Yes, Describe impact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ No\_\_\_\_\_ Yes, Describe impact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

26. Proposal participants

a) Proposal submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Faculty Name

 Proposal approved by Curriculum and Standards on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

b) Please list other personnel who have been involved (e.g., faculty colleagues, Program Coordinators, Department Chairs, Counselors, Transfer Counselor, Director of Admissions, Advisory Board members, Registrar, Facilities, personnel at other colleges, etc. ) in developing or reviewing this proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** | **Comment** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

**Approvals:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action Taken** | **Signature** | **Date** |
| **Approve** | **Disapprove** |
| **Department:** |  |  |  |  |
| **Curriculum & Standards:** |  |  |  |  |
| **Academic Dean:** |  |  |  |  |
| **President:** |  |  |  |  |

Cc: Registrar (Original)

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 Department Chairs (2 copies)

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