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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **College:** | Choose an item. | | | | | | | | | |
| **Department/School:** | Choose an item. | | | | | | | | | |
| **Person Submitting Initial Request:** | Click or tap here to enter name. | | | | | | | | | |
| **Effective Catalog Year: (e.g.: 2026-2027)** | Click or tap here to enter text. | | | | | | | | | |
| **First Semester Change will be Offered:  (e.g.: Fall 2026, Spring 2027,  Sum1 2027, etc.)** | Click or tap here to enter text. | | | | | | | | | |
| **Current Course Prefix/Number/Title:** | Enter prefix, number and title. | | | | | | | | | |
| **Type of Change** (check all that apply) | | | | | | | | | | |
| Prefix\*  Number\*  Title\*  Description\*  Prerequisite  SCH  Stacked  Other  \*For courses that have the prefix, number, and/or majority of the title and description being changed, **a NEW Course Request form needs to be completed, along with a Course Deactivation Request for the existing course, so that the new course will be added to the course inventory and the existing course will be deactivated**. However, **both** courses may be linked for registration/repeat purposes. **In addition, for changes with an asterisk above, please do the following:**   * Contact the Registrar’s office to select a new course number. * Submit a *Program Change Request* for any program(s) affected by this change. | | | | | | | | | | |
| Check all terms this course is typically offered.  **\*This will be listed in Student Planning for students to see!** | | FA | | DEC | SP | | MAY | SU1 | | SU2 |
| Check the yearly cycles(s) this course is typically offered. | | | All | | | Odd | | | Even | |
| Check the modality that this course is typically offered. | | | Only Online | | | Only Face-to-Face | | | Both and/or Hybrid | |
| Does the course require the use of hazardous chemicals and/or equipment? (If the answer is ‘no’, please mark N/A on the next question.) | | | Yes | | | No | | |  | |
| Has the course been marked as (HAZ)? | | | Yes, it is already marked | | | No, but it needs to be marked | | | N/A | |
| **Important notes:**   * **Once the ‘Course Change Request’ has been approved by the University Curriculum Committee and Provost, please contact Academic Digital Marketing (ADM) to update any college or department websites.** | | | | | | | | | | |
| **Explanation/Justification**  Provide a brief explanation of the requested change and specify assessment findings (learning and/or strategic) that support the need for this request. | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| **Change From/To**  Copy current course prefix, title, number, and description from catalog; indicate changes by using ~~strikethroughs~~ for deletions and red font for additions. | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| *If this includes a title change, s*uggest an abbreviated title (no periods, 20 characters or less, including spaces). | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| **Other Department(s) Affected by this Request**  Confirm contact of and approval by other departments. | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| **Implications to Budget**  Describe additional personnel (faculty/staff), space, equipment/supplies, library, and IT needs as appropriate. | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |