Curriculum Change Proposal Form

 **Unit pro­posing the change (department, committee, etc.):**

|  |
| --- |
| **Check all that apply** |
| [ ]  **Changes to academic major or minor**[ ]  **Changes to course titles, descriptions, or number within level**[ ]  **Changes to prerequisites** ***Required items:***[ ]  *Dept. Chair or Program Coord signature(s)*[ ] *Copy to Division Chair* | [ ]  **Course additions, cross-listings or deletions**[ ]  **Course level changes**[ ]  **Change in course credit hours**[ ]  **Change in grading S/U to A-F and A-F to S/U*****Required items:***[ ]  *Dept. Chair or Program Coord. Signature(s)*[ ]  *Division Chair signature*[ ]  *Summary of division discussion*  |
| [ ]  **Student-designed majors**[ ]  **Non-credit workshops.*****Required items:***[ ]  *Dept. Chair or Program Coord signature(s)*[ ] *Copy to Division Chair* | [ ]  **Changes to statements of academic philosophy or policy**[ ]  **Additions or deletions of majors, minors, or other programs**[ ]  **Changes to degree requirements**[ ]  **Additions or deletions of courses to or from the Gen Ed**[ ]  **Change of category for Gen Ed courses.*Required items:***[ ]  *Dept. Chair or Program Coord. signature(s)*[ ]  *Division Chair signature*[ ]  *Summary of division discussion* |
| [ ]  **Special courses or credit workshops.*****Required items:***[ ]  *Dept. Chair or Program Coord. signature(s)*[ ]  *Division Chair signature*[ ]  *Division Discussion* | [ ]  **Other (Explain in 1 below)*****Required items:****See Provost for details regarding approval requirements.* |

 **Required items should be completed prior to submission to the Undergraduate Curriculum Committee.**

**See** [**APAP section 110.1**](https://www.muskingum.edu/sites/default/files/media/Academic%20Affairs/apap.pdf) **for more information regarding changes to curriculum.**

# Proposed change

1. **Detailed description of the proposed change**:
2. **Justification for change**:
3. **Proposed term of initial offering or implementation date**:
4. **As applicable, please provide or attach the following information:**
	1. **Course subject and number (or proposed number):**

		1. **Recommended level(s):** [ ]  FR [ ]  SO [ ]  JR [ ]  SR
		2. **Explain recommended levels:**
	2. **Course title**:
	3. **Credit hours**:
	4. **Prerequisites or other special conditions (if any)**:
	5. **Requirements it will satisfy (major, minor, Gen Ed, licensure)**:
	6. **Proposed catalog description**:
	7. **Anticipated frequency of offering:** [ ] Every semester [ ]  Once a year [ ]  Alternate years
	8. **Attach Sample Syllabus (if applicable):** [ ]

A sample syllabus should include the course description, learning objectives, sample assignments or assessments, & sample required texts. Additional information is welcome.

# Impact of Change

1. **Describe the potential impact(s) of this change:**

This course is taught as a part of:

[ ]  Prerequisites for other courses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other majors or minors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Interdisciplinary programs or majors (including IDIS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Graduate courses

[ ]  Muskingum Adult Program (MAP)

[ ]  Licensure requirements (teacher preparation, nursing) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  *Attach summary of notification and responses from all affected parties.*

1. **If adding or removing a course to the Gen Ed:**
	1. **How will this impact the course offerings in the Gen Ed category?**
	2. **How do its Learning Objectives align with the category’s Learning Objectives? (if applicable)**
	3. **How will it be assessed in accordance with General Education assessment requirements? (if applicable)**

[ ]  *Attach summary of notification and responses from all affected parties.*

1. **Staffing considerations:** [ ] Can be taught by present staff [ ]  Will require additional staff
2. **Changes to current course offerings needed to accommodate the proposed change**:
3. **Resources required (facilities, equipment, supplies, library materials, etc.)**:

# Signatures

***Electronic signatures are encouraged. An image of the signature or an email serves as an electronic signature.***

 **Department Chair or Program Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Attach summary of department discussion.

Department Vote Date: Click or tap to enter a date.

In favor Opposed Abstentions

 **Vice President of Graduate and Continuing Studies:** (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Attach comments.

Date: Click or tap to enter a date.

[ ]  In favor [ ]  Opposed [ ]  Abstain

 **Teacher Preparation Programs [Initial Licensure]**: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Attach comments.

Date: Click or tap to enter a date.

 [ ]  In favor [ ]  Opposed [ ]  Abstain

 **Division Chair**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Attach summary of division discussion(s).

Division Vote Date: Click or tap to enter a date.

In favor Opposed Abstentions

 **Undergraduate Curriculum Committee Chair (Provost): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Curriculum Committee Vote Date: Click or tap to enter a date.

In favor Opposed Abstentions