Course Change Form

Prepared by: ________________________________________________
Today's Date: ________________________________________________
Implementation Year: ____ / _____
Semester: _____Fall _____ Spring _____ Summer
Course Number: ___ ___ - ___ ___ ___ - ___ ___ ___ - ___ ___
No longer part of: ___________________ program
Remove from State Course Index: ____Yes ____No
Current Long Title: (State)
____________________________________________________________________________
NEW Long Title: (State Submitted, 45 spaces maximum)
____________________________________________________________________________
NEW Short Title: (Advertising title, 30 spaces maximum)
____________________________________________________________________________

Total Hours of Instruction (For Semester):
Now Proposed
A) Classroom/Lecture _____________ _______________
B) Lab/Shop _____________ _______________
C) Clinical _____________ _______________
D) Field/Internship _____________ _______________
Total Class Hours: _____________ _______________

Now Proposed *
Credit(s): _______ _______

*Curriculum Modification Process must be followed if the course is part of a curriculum.

New Course Description (50 word maximum):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Pre/Co-requisites for this course (list course numbers & titles):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Reason(s) for Proposed Course Change:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Old & new Course Competencies, if changed, must be submitted on the **Course Competency Change/Addition form** (can be found in the Faculty Handbook or request from the VPI Research Assistant or print from: S:/Forms/Instruction/Course Competency Change/Addition form) to the Dean of Curriculum (and copied to your Dean Liaison) at least 2 weeks prior to the first time the course is taught.

FOR OFFICE USE ONLY:

Approval:
1) Dean of Instruction: ___________________________________________________________
2) Registrar: ____________________________
3) TCIR: ____________________________
4) System Entered: ____________________________
Course Number Assigned: ___ ___- ___ ___ ___ - ___ ___ ___ - ___ ___ Aid Code: ___ ___
Material Fee Category: ___ ___ Date ____________________________
Revised 01/04