

SUNY Fredonia

Course Change Proposal Form

To be used for course changes proposed for 2012 or later.

1. (a) *Subject Code and Number:*

(b) *Course Title:*

(c) *Name of Faculty Member Making Proposal:*

(d) *Department:*

(e) *Telephone and E-mail:*

(f) *Date:*

2. *Check which applies:*

Proposed Change to an Existing Course

Course Deletion

3. *Check all that apply:*

Undergraduate Course

Graduate Course

General Education Course

Course is cross-listed as:

4. *If this is a (proposed) General Education Course, indicate the category:*

5. *If this is an existing general education course, will the proposed change(s) affect the ability of the course to fulfill the learning objectives of its category?*

No

Yes

6. *Check all changes that apply:*

Change in Subject Code

Change in Course Number

Change in Title

Change in Frequency

Change in Description

Prerequisite Change

Change in Number of Credits

Change in Grading Mode

Change in General Education Status

If this is the only change being proposed, skip to item 16.

Other:

7. *Does this proposal impact the Professional Education Unit?*

No

Yes

8. *Indicate the semester you would like the proposed change(s)/course deletion to take effect:*

9. *Provide a complete **revised (new)** catalog listing for the course, by providing the following information:*

(a) *Subject Code and Number:*

(b) *Course Title:*

(c) *Frequency Code:*

(d) *Course Description:*

(e) *Prerequisite Courses:*

(f) *Co-requisite Courses:*

(g) *Credits:*

10. *Show those parts of the **current** catalog listing that are being revised.*

(a) *Subject Code and Number:*

(b) *Course Title:*

(c) *Frequency Code:*

(d) *Course Description:*

(e) *Prerequisite Courses:*

(f) *Co-requisite Courses:*

(g) *Credits:*

11. *If the course title in item 9 above is longer than 30 characters, provide an abbreviated title not more than 30 characters in length.*
12. *Is this a course (e.g., a “special topics” course) that may be taken more than once for credit?*
 No Yes
13. *If you are proposing to change the grading mode, indicate the grading mode for the course:*
 S/U Standard Letter Mode may vary by section
14. *If you are proposing to change the instruction type, indicate the instruction type for the course (refer to “SUNY Instruction Types”):*
15. *Please provide a brief rationale for the proposal. If appropriate, indicate how the proposed course change(s) resulted from program assessment.*
16. *If the course is being proposed for a General Education category, complete and attach (as a separate file) the requisite approval form, which can be found at*

http://www.fredonia.edu/department/gened/faculty_resources.asp
17. *If this is a significant revision to an existing course, or if the course is being proposed for general education, include a syllabus (as a separate file). A complete syllabus should include information on textbooks, course rationale (how it contributes to program goals), course objectives, course requirements, grading, and bibliography.*

“Signature” Page

18. *Chair’s Approval: I hereby approve of this proposal and attest that all affected departments have been informed, and (if this is a proposal to change the course subject code or number) that the Registrar has approved the proposed course subject code and number.*

Name: _____ Date: _____

19. *Dean’s Approval: I hereby approve of this proposal. In so doing, I acknowledge that any resource implications of the proposal have been considered, and that any concerns the administration has in this regard will be communicated to the Academic Affairs Committee or to the Graduate Council.*

Name: _____ Date: _____

20. *Approval by the Professional Education Council (required if the proposal impacts the Professional Education Unit):*

Name: _____ Date: _____

21. (a) *Approval by the Graduate Council (required for revisions to an existing graduate course):*

Name: _____ Date: _____

(b) *Approval by the Academic Affairs Committee (required for revisions to an existing undergraduate course):*

Name: _____ Date: _____

22. *Approval by the General Education Committee (required if an existing course is being proposed for general education):*

Name: _____ Date: _____

23. *Approval by the Associate Vice President for Curriculum and Academic Support:*

Name: _____ Date: _____