**SIMPSON COLLEGE: Proposal Form to Change a Course in the Catalog Offerings**

1. *Form must be submitted as a Word document.*
2. *Form must be e-mailed from the department chair to* [*epcc@simpson.edu*](mailto:epcc@simpson.edu) *(for Undergraduate) or* [*pbcc@simpson.edu*](mailto:pbcc@simpson.edu) *(for Graduate) and cc’d to the division chair.*
3. *All course changes must be made through submission of this form and require approval by the faculty.*
4. *Use a separate form for each course.*
5. ***Approval of this proposal changes the course listing in the catalog, but does not change any other course/major/minor. Any changes to other courses, majors or minors due to the modification of this course (such as adding this course as a requirement or elective for a major or requiring this course as a prerequisite for another course) must be made through submission of the appropriate form.***

**Department**: Click here to enter Department Name. **Date**: Click here to enter a date.

**Proposed by**: Click here to enter proposer’s name

**Current Course Information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Educational Level: | | | | Choose an item. | | | | | | |
| Prefix: (ex. Acct) | Click here to enter text. | | | | Current Course Number: | | | Course number | | |
| Course Title | Click here to enter text. | | | | | | | | | |
| Current Prerequisites: | Click here to enter text. | | | | | | Current Credits awarded: | | | Choose an item. |
| Current Catalog Description:  Click here to enter text. | | | | | | | | | | |
| Semesters offered: | | Click here to enter text. | | | | Permission of Instructor for Registration? | | | Choose an item. | |
| Repeatable?[[1]](#footnote-1) | | | Yes/No and How many times | |
| Additional Course Information: | | | Click here to enter text. | | | | | | | |

**Proposed Course Information (Please enter only items that are being changed)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Educational Level: | | | | | Choose an item. | | | | | | | |
| Prefix: (ex. Acct) | Click here to enter text. | | | | | Course Number: | | | Course number | | | |
| Course Title | Click here to enter text. | | | | | | | | | | | |
| Effective Catalog Year: | | Choose an item. | | | | Prerequisites: | | Click here to enter text. | | | Credits awarded: | Choose an item. |
| Proposed Catalog Description:  Click here to enter text. | | | | | | | | | | | | |
| Semesters to be offered: | | | Click here to enter text. | | | | Permission of Instructor for Registration? | | | Choose an item. | | |
| Repeatable?[[2]](#footnote-2) | | | Yes/No and How many times | | |
| Additional Course Information: | | | | Click here to enter text. | | | | | | | | |

1. Give a rationale for the changes to this course:
2. Is this course version equated with a previous version of the course?

(Equated courses are interchangeable. They can be used to fulfill a major/minor requirement. The old one ends, but the new one can replace the old one for the sake of fulfilling a requirement in the previous version of major/minor. If the course has been completed in the old version, and the student retakes it as the new version, it is considered a repeat course.)

1. Describe the changes in faculty load(s) in the department as a result of the addition of this course.
2. List all majors, minors, certificates and education endorsements this course is connected to, as well as courses that use this course as a prerequisite. Describe the relationships and the impact this change will have on each of these.
3. Will this change require a deletion or addition of General Education Designations?

Yes  No **Not applicable – Graduate Course** If yes, see <http://www.simpson.edu/academicdean/resources/index.html> for information on forms and submission procedures.

For use by Registrar’s Office (do not delete)

|  |  |
| --- | --- |
| **Task** | **Completion date** |
| Colleague course catalog changes (CRSE) |  |
| Degree audit built |  |
| Departmental web page changes |  |
| Transfer guides changes/additions |  |
| Catalog copy changes |  |

1. (i.e. an a student take this course three times and receive credit for all three courses?) [↑](#footnote-ref-1)
2. (i.e. an a student take this course three times and receive credit for all three courses?) [↑](#footnote-ref-2)