Castleton University

**Course Change Submission Form**

**Requesting department**:

**Discipline**:

**Contact person**:

**Date submitted to Curriculum Committee**:

**A. Proposed change** *[check one and add 3-letter prefix, number, and course title]*

\_\_ Add new course:

\_\_ Delete existing course:

\_\_ Revise existing course:

*Check all revisions that apply*

\_\_ number \_\_ title \_\_ credits \_\_ description

\_\_ restrictions \_\_ prerequisites \_\_ co-requisites \_\_ permission

\_\_ special fees \_\_ grade option \_\_ repeatable \_\_ session cycle

**B. The catalog will now read as follows** *[complete only categories that are changing]:*

Prefix and #:

Title:

Credits:

Description:

Restrictions:

Prerequisites:

Co-requisites:

Is permission required of **all** students? \_\_\_ No \_\_\_ Yes

Special fees: \_\_\_ No \_\_\_Yes If yes, specify amount $

Grade option: \_\_\_\_ Graded only \_\_\_\_ Pass/No pass only \_\_\_\_ Both

Repeatable for credit \_\_\_ No \_\_\_ Yes If yes. number of times repeatable: \_\_\_

Session cycle: \_\_\_ Spring \_\_\_ Fall \_\_\_Summer \_\_\_Every semester

\_\_\_ Odd years \_\_\_ Even years \_\_\_ Periodically

**C. Rationale for proposed change:**

**D. Effects on General Education requirements:**

1. Will this course be added to or deleted from one of the Frames of Reference?

\_\_\_ No \_\_\_Yes

*[If yes, course proposals should be submitted simultaneously to the*

*General Education Committee.]*

2. Will this change affect the availability of seats for General Education students?

\_\_\_ No \_\_\_Yes If yes, reduction/increase of seats.

**E. Other Considerations:**

1. Intra- and inter-departmental staffing implications:

2. Effect on other departments:

3. Notification and approval of affected department chairs:

*[If so, please specify which department(s)]*

4. Projected library support for new course:

5. If new library resources are required, has the library director been notified?

\_\_\_Yes