

**Curriculum Change Proposal Form**

*For information regarding the process of proposal submission, please review the Curriculum Committee Procedures Article II Section 3.*

Please complete the following:

Click or tap here to enter text. Click or tap here to enter text.

Name of person submitting proposal Role (e.g., Course Director)

1. If this involves an existing course, what is the name and number of the course?

Click or tap here to enter text. Click or tap here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Course name Course Number (from Catalog)

1. The purpose of this curriculum change proposal is to request:

[ ]  Addition of a new course

[ ]  Removal of an existing course

Change to an existing course:

[ ]  Addition of a new session(s)

[ ]  Removal of an existing session(s)

[ ]  Change to assessment procedures

[ ]  Resequencing of academic calendar

[ ]  Change to course credit hours

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

[ ]  Other

1. Course Start Date: Click or tap to enter a date.

Course End Date: Click or tap to enter a date.

#

1. Describe and explain the need for the curriculum change you are proposing.

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| --- |
| Click or tap here to enter text. |

1. Provide a list of individuals who will be affected by this change, including faculty members involved in affected sessions, and describe their role.

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| --- |
| Click or tap here to enter text. |

1. Does this change affect another course? If yes, describe how that course is being affected and what the course director is doing to address it.

|  |
| --- |
| Click or tap here to enter text. |

1. Describe any additional resources required for this change to take affect (i.e. teaching space, equipment, personnel, etc.)

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| --- |
| Click or tap here to enter text. |

1. Please attach any relevant supporting items with this form (e,g,. If proposing a new course, a proposed syllabus and catalog entry should be included).

This certifies that the following individuals have reviewed the proposed curriculum change. Course changes involving addition or removal of a session require acknowledgment by the Chair of all affected disciplines.

Curriculum Committee Chair Signature

Curriculum Committee Chair Name (Print)

**Committee Decision:**

Date

**BCOM Curriculum Committee use only**