

COURSE CHANGE REQUEST FORM
(Additions, Deletions, and Revisions)
Northwestern State University

Department or College: _____ Date: _____

Current information on course:

Course Prefix and Number: _____

Title: _____

Semester Credits: _____ Graduate Credit? Yes () ; No ().

Hrs. per week: Lecture _____ Laboratory _____

Grade type: Regular _____ Pass/Fail _____

Semester(s) normally offered: Fall () ; Spring () ; Summer (). Mark all that apply.

CATALOG DESCRIPTION. (Attach additional sheets if needed.)

[Replace this text with current catalog description here if required]

Proposed change(s): (Leave unchanged items blank)

_____ DELETE COURSE. (Check which apply.) From Catalog
 From Database

_____ CATALOG DESCRIPTION. (Give title, description of course, and prerequisites/co-requisites to be included in catalog. Attach additional sheets if needed.) [Replace this text with proposed catalog description if required]

_____ HOUR VALUE. (If the course is offered for both undergraduate and graduate credit, attach the additional requirements that must be met by students receiving graduate credit.)

_____ GRADE TYPE. (Attached justification statement.)

_____ SYLLABUS. (If changed, attach a syllabus including title of text, laboratory manual or other material to be used, list of principal reference readings to be required, and an outline of the subject matter to be covered in the course. Remember that all syllabi must contain the University Disability Statement.)

_____ OTHER. (Specify and attach proposal).

FACULTY APPROVAL. Has this change been discussed and approved by the faculty of the department concerned?
 Yes () ; No (). If the vote was not unanimous, provide the numbers in favor and opposed.

COST. (If the answer to either part of this question is "yes," attach an explanation.)

(a) Will additional staff be needed? Yes () ; No ().

(b) Will additional space, equipment, special library materials, or major expense be involved? Yes () ; No ().

Does this request impact a joint major program(s) with the Louisiana Scholars' College? Yes () ; No ().

If yes, attach an explanation.

Submitted by: _____

Department Head: _____

College Dean: _____