

Instructions - Course Proposal Form: Consent Item

Types of changes covered by the Consent Form:

- Title & Prefix change
- Delivery Method – example: changing a course from lecture to a lecture/lab
- Prerequisites/Co-requisites
- Course Sequencing – changing when the course is offered
- Enrollment Considerations – example: changing a course to Majors only or Seniors only
- Course Descriptions
- Consolidations – combining two or more courses
- Deletions – to delete a course from the college course offerings.
- Method of Grading

Section 1: *Complete all boxes.*

Section 2: *Complete only the boxes for items being changed.* Note: If you are changing either prerequisites or co-requisites, but not both, you must type NO CHANGE into the box of the one that is not being changed. If you leave it empty we will assume you are removing the prerequisite/co-requisite requirement.

Section 3: *Complete only if this is a change.* What is entered here will be the description that appears in Banner and the Catalog. Limit is 400 characters.

Section 4: *Complete only if this is a change.* If yes, you must enter the maximum number of credits. If nothing is entered, we will assume there is no limit to the number of times a student can repeat this course for credit.

Section 5: *Complete for any change.* Does this change impact other departments, colleges or degree programs (e.g. is this course required for another department's degree?)

Section 6: *Complete for any change.* What issue is addressed by making this change?

Section 7: *Complete Projected # of Students for any change. Complete Registration Restrictions only if this is being changed (e.g. is this course restricted to Geology majors only? Seniors only? BFA students only?)*

Section 8: *Complete only if being changed.*

Approvals: Paper copies of the forms must be submitted to the Provost's Office (attn: Aimee Uchman) by the established deadline with all required signatures, including the Chair of the College Curriculum Committee and the Chair of the General Education Committee if the course is a General Education course. Only then will it go before the University Curriculum Committee for consideration.

Southern Utah University

Course Proposal Form: Consent Item

Level

College/School

Department

Date

Check all that apply:

Title & Prefix	Course Descriptions
Delivery Method	Consolidations
Prerequisites/Co-requisites	Deletions
Course Sequencing	Method of Grading
Enrollment Considerations	

Implementation Date: Semester	Year
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1 Current Information

Course Prefix & Number

Course/Program Title

(Up to 70 characters)

Title for Transcripts

(Up to 30 characters)

Prerequisites

Co-Requisites

Method of Grading

Credit Hours

Contact Hours *(per week)*

2 Proposed Changes

Course Prefix & Number

Course/Program Title

(Up to 70 characters)

Title for Transcripts

(Up to 30 characters)

Prerequisites

Co-Requisites

Method of Grading

Credit Hours

Contact Hours *(per week)*

3 Proposed Catalog Description *(Limit of 400 characters)*

4 Repeatability

Is the course repeatable for multiple credits?

If yes, max # of credits

Is the course repeatable in the same semester?

5 Effect of Change (See policy 6.8.2, IV)

What effect will this change have on programs, degrees, departments, and other courses? None

6 Justification for Change

Why is this change necessary?

7 Enrollment Considerations

Registration Restrictions <i>(Check all that apply)</i>	None	Projected # of students	per semester per year
Action:		Description:	
Include Exclude		Level	
Include Exclude		Class	
Include Exclude		Degree	
Include Exclude		Major	
Include Exclude		Student Attribute <i>(Honors, etc.)</i>	

8 Course Sequencing (Check all that apply)

Fall	Summer
Spring	As Needed

Approvals

Initiator	Date	PECC Chair <i>(Professional Education coordinating Council; Approval required for courses utilized by Elementary & Secondary Education majors)</i>	Date
Dept. Curriculum Chair	Date	General Education Committee Chair <i>(If course is to be a General Education course)</i>	Date
Department Chair	Date	University Curriculum Chair	Date
College Curriculum Chair	Date	Provost <i>(Timeframe for Provost's signature stipulated in 6.8.2,I, E)</i>	Date