AA-4 FORM : SIMPLE COURSE CHANGE (to be used to make changes to courses that do not affect any other department—any change to a Liberal Studies course must be done on an AA5)

Department:       College:

Contact Person for this proposal:      Phone Number:       date:

Course Prefix:       Course Number:

I have checked the catalog and testify to the fact that this proposal does not affect any other department. Provide Initials & date:

(A report can be accessed in banner to assist you at ReportsPortal>Registrar>Curriculum>CourseImpact.)

Provost Office approval/action:

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| \* If a course change also reflects a program change you must submit a form to change the program (AA6 as appropriate). The AA4 will not be implemented until the program change has been approved as well.  Once curriculum is approved and processed the department needs to check the degree audit for accuracy. | | |
| 1. Change(s) Proposed (check all that apply)  course prefix change (complete 1-4)   course credit change (complete 1-3 & 10)  course title change (complete 1-3 & 5)  course activity change (complete 1-3 & 11)  course number change (complete 1-3 & 6)  course contact hours change (complete 1-3 & 12)  course level change (complete 1-3 & 7)  course grading change (complete 1-3 & 13)  course description change (complete 1-3 & 8)  course deletion (complete 1-3)  course prereq/coreq change (complete 1-3 & 9)  other (complete 1-3 & 14)   * Complete items 15-18 for all proposals.   Copy and paste the course & description from the PROPOSED catalog: | | |
| 2. Brief explanation of why change is needed: | | |
| 3.a.\* Does the course change affect any program or plan of study within the department? yes  no  If yes, list the program(s)/plan of study here and include consultation documentation from each program director (in space for #18).  Program(s)/Plan of Study:  \*b. Is an AA-6 currently being processed to reflect the program change(s) ? yes  no  Note: If any program outside the department is affected by this change an AA5 form is required; it cannot be done on an AA4. | | |
| 4. Current prefix: | Proposed prefix: | |
| 5. Current title: | Proposed title: | |
| 6. Current number: | Proposed number: | |
| 7. Current level:  undergraduate  graduate  ug-g cross-listed | Proposed level:  undergraduate  graduate  ug-g cross-listed | |
| 8. Current description: | Proposed description: | |
| 9. Current prereq/coreq: | Proposed prereq       coreq: | |
| 10. Current credit: | Proposed credit: | |
| 11. Current activity:  Lecture Lab Lecture/lab Seminar  Internship Clinical Coop. ed. Student tchg.  Studio Perf/recital/ens Lesson/ind. instruction  Ind. Research Ind. Study Thesis  Informal credit activity  PE/outdoor/act.Other (specify:      ) | Proposed activity:  Lecture Lab Lecture/lab Seminar  Internship Clinical Coop. ed. Student tchg.  Studio Perf/recital/ens Lesson/ind. instruction  Ind. Research Ind. Study Thesis  Informal credit activity  PE/outdoor/act.Other (specify:      ) | |
| 12. Currently scheduled student contact hours per week: | | Proposed scheduled student contact hours per week: |
| 13. Current grading:  Undergraduate Grade Modes  First-Year Seminar:     (A, B, C, I, U)  Reg. Grading with IP: (A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Reg. Grading:               (A+, A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I) S/U Grading with IP:           (S, U, I, IP)  S/U Grading:                       (S, U, I)  Thesis-Reg. Grading:   (A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Thesis-S/U Grading:    (S, U, IP)  Graduate/Doctoral Grade Modes  Regular Grading:  (A, B, C, F, I)  S/U Grading with IP:    (S, U, I, IP)  S/U Grading:                 (S, U, I)  Thesis-Reg. Grading:   (A, B, C, I, IP)  Thesis-S/U Grading:    (S, U, IP) | Proposed grading:  Undergraduate Grade Modes  First-Year Seminar:     (A, B, C, I, U)  Reg. Grading with IP: (A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Reg. Grading:               (A+, A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I) S/U Grading with IP:           (S, U, I, IP)  S/U Grading:                       (S, U, I)  Thesis-Reg. Grading:   (A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Thesis-S/U Grading:    (S, U, IP)  Graduate/Doctoral Grade Modes  Regular Grading with IP:    (A,B,C,F, I, IP)  Regular Grading:  (A, B, C, F, I)  S/U Grading with IP:    (S, U, I, IP)  S/U Grading:                 (S, U, I)  Thesis-Reg. Grading:   (A, B, C, I, IP)  Thesis-S/U Grading:    (S, U, IP) | |
| 14. Explain other change needed not listed above: | | |
| 15. Course(s) with which this proposed course change is cross listed: | | |
| 16. This change will be effective the fall term of the academic year immediately following approval unless a different date is established in cooperation with the Registrar’s Office. The department is responsible for contacting the Registrar’s Office if a different date is desired.  The fall implementation date is sufficient. OR  I have contacted the Registrar’s Office and the date of implementation has been approved to be | | |
| 17. Term(s) course to be offered with change: | | |
| 18. (Insert any additional information or pages in the text box provided below this line.) | | |