AA-5 Course Proposal/Change Form (to be used for any course changes that affect more than one department, any proposals/changes that impact the Liberal Studies Program, and for all new course proposals)

Department:       College:

Contact Person for this proposal:      Phone Number:       Date:

Provost Office approval/action:

|  |
| --- |
| If this course proposal warrants a program change you must complete the AA6 Program Proposal/Change form.Liberal Studies course proposals require supplementary materials (found at <http://www.wcu.edu/10945.asp>). |
| 1. Change(s) Proposed (check all that apply)[ ]  New course Proposal [ ]  Liberal Studies Course proposal/change [ ]  course prefix change (complete 1-7) [ ]  course credit change (complete 1-6 & 13)[ ]  course title change (complete 1-6 & 8) [ ]  course activity change (complete 1-6 & 14)[ ]  course number change (complete 1-6 & 9) [ ]  student contact hours change (complete 1-6 & 15)[ ]  course level change (complete 1-6 & 10) [ ]  course grading change (complete 1-6 & 16)[ ]  course description change (complete 1-6 & 11) [ ]  course deletion (complete 1-6)[ ]  course prereq/coreq change (complete 1-6 & 12) [ ]  other (complete 1-6 & 17)  |
| 2. What is being proposed and why (or brief description of change)? :       |
| 3. Copy and paste the current course & description from the PROPOSED catalog and track changes OR provide proposed new course & description in catalog format (prefix, number, title, hours, description ≤ 25 words, prereq/coreq, LS category-if applicable):       |
| 4.a. \* Does the course change/proposal affect any program or plan of study? [ ] yes [ ]  no (A report can be accessed in banner to assist you at ReportsPortal>Registrar>Curriculum>CourseImpact.)Use CAPS in SUBJ Field. b. If yes, list the program(s)/plan(s) of study here as well as the department(s) and include consultation documentation (in space for #23) from each department. Program(s)/Plan of Study:      c.\*Has an AA6 been processed to reflect the program change(s) for all programs affected? [ ] yes [ ]  no |
| 5. Will approval of this proposal result in the need for additional faculty, equipment, supplies and/or support? [ ] yes [ ] no  If yes, explain how resources will be provided:      |
| 6a. 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       | 6b. Semester (s) course to be offered:       |
| **Current Course Information** | **Proposed Changes or New Course Information****CIP code for new course:**  |
| 7. Current prefix:       | Proposed prefix:       |
| 8. Current title:       | Proposed title:       |
| 9. Current number:       | Proposed number:       |
| 10a. Current level: [ ]  undergraduate [ ]  graduate [ ]  doctoral | Proposed level: [ ]  undergraduate [ ]  graduate [ ]  doctoral |
| 10b. [ ]  ug-g cross-listed Explain the differentiation of the cross-listed courses (requirements, readings, grading, rigor, etc):       |
| 11. Current description:       | Proposed description:       |
| 12. Current prereq:       coreq:       | Proposed prereq:       coreq:       |
| 13. Current credit:       | Proposed credit:       |
| 14. Current activity: [ ] Lecture [ ] Lab [ ] Lecture/lab [ ] Seminar [ ] Internship [ ] Clinical [ ] Coop. ed. [ ] Student tchg.[ ] Studio [ ] Perf/recital/ensemble [ ] 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/ensemble [ ] Lesson/ind. instruction [ ] Ind. Research [ ] Ind. Study [ ] Thesis[ ] Informal credit activity [ ]  PE/outdoor/act.[ ] Other (specify:      ) |
| 15. Currently scheduled student contact hours per week:       | Proposed scheduled student contact hours per week:       |
| 16. 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) |
| 17. Explain other change needed not listed above:       |
| 18. If new course, provide library consultation in space provided in #23. |
| 19. If new course, list course objectives:       |
| 20. If new course, list proposed requirements:       |
| 21. If new course, list proposed text(s) with ISBN:       |
| 22. If new course, list faculty and credentials who may possibly teach the course:       |
| 23.Provide consultations and other information in this box as needed.      |

**Course Proposal Technical Review Checklist**

(Curriculum Proposal Guide is in the Curriculum Forms and Resources folder in the Curriculum folder on the share drive)

1. \_\_\_\_\_ Has the number been used in the last 10 years (Check with Ann Green before selecting a new number)
2. \_\_\_\_\_ course prefix and number reflects Curriculum Proposal Guide
3. \_\_\_\_\_ course title reflects Curriculum Proposal Guide
4. \_\_\_\_\_ course description is 25 words or less
5. \_\_\_\_\_ course prereq/coreq reflects Curriculum Proposal Guide
6. \_\_\_\_\_ Library consultation included
7. \_\_\_\_\_ consultation(s) from department(s) as needed (see reasons in Curriculum Proposal Guide)
8. \_\_\_\_\_ LS course proposal form attached (as needed)
9. \_\_\_\_\_all course elements including
	* 1. \_\_\_\_\_ course prefix, number, title, and description (same as catalog entry)
		2. \_\_\_\_\_ course objectives
		3. \_\_\_\_\_ liberal studies objectives (as appropriate to the LS category—see LS obj. doc)
		4. \_\_\_\_\_ textbook (or textbook possibilities if instructor not identified)
		5. \_\_\_\_\_ proposed course assignments/requirements
		6. \_\_\_\_\_ faculty listed comply with SACS faculty credential requirements
10. \_\_\_\_\_ current catalog description is from proposed 2010-2011 catalog and tracks changes (if changing existing course)
11. **Format for course catalog entry**

PREF

### (credit hours)

Course description in 25 words or less. Contact hour clarification if needed. Prereq/coreq (LS category)