PROPOSAL TO MODIFY AN EXISTING COURSE

1) This proposal is to *(check all that apply)*:

Change the course number/level			Change the course title	
Change the course credits			Change the course description	
Change the course pre- or co-requisites				
Other change (*specify)*:				

2) The course as it currently appears in the catalogue:

Department: _____   Number/Level: _____   Credits: _____

Full Title *(no character limitation):*

_____

Short Title *(limited to 25 characters, including spaces)*:

_____

Description:

Prerequisite(s): _____

Co-requisite(s): _____

3) The modified course as it is proposed to appear in the catalogue:

Number/Level: _____   Credits: _____

Title *(limited to 25 characters, including spaces)*:

_____

Description:

Prerequisite(s): _____

Co-requisite(s): _____

4) Instructor: _____

5) Enrollment Cap: _____

6) Other Affected Departments or Programs: *(If this course is to be cross listed or if this course contributes to the curriculum of other departments or programs, please list the affected departments/programs and secure their approvals (e-mailed to the Division Chair) BEFORE submitting this form.)*

Other Department/Program	Contribution of the Course to the Other Department/Program (*eg. cross-listed course, pre-requisite*)

7) Rationale: *(Please explain why this change is necessary.)*

8) Resource and Staffing Implications: *(Indicate any reallocation or addition of instructional staff and/or adjustment of the (rotation of) courses taught by instructional staff and/or administrative staff workload made necessary by this change. Also, indicate any library, technology or other resource requirements made necessary by this change.)*

9) Submitted by: _____
   (Department or Program Chair)