

CHANGE EXISTING COURSE

Department _____ College _____ Date Initiated _____

Contact Person _____ Phone # _____ Email Address _____

Instructions: The following curriculum form is submitted to the COLLEGE CURRICULUM COMMITTEE. Lines marked with * are required fields. The other fields only need to be filled out if they are changing. If you need any clarification on filling out this form please see the comment box or contact the Curriculum Coordinator at curriculum@utah.edu or 801/587-7843.

*Effective Semester _____ Semester, Year
 *Current Course # _____
 Requested Course # _____

*Current Title _____
 *Is this content different than the original course? Yes No
 *Does the original course have any course fees? Yes No
 *Does the original course fulfill a Gen Ed (e.g., HF, SF, BF, etc.) or bachelor degree (e.g., DV, IR, etc.) designation? Yes No

Select the box(es) for the information you'll be changing

Credit Hours _____ OR Range _____ to _____ Can students receive credit multiple times for this course? Yes No
 If yes, Total # of times _____ Total # of hours _____

Short Title _____ Can you enroll in multiple sections in one term? Yes No

Long Title _____

Remove Cross-Listing Remove Meets With
 New Cross-Listed _____ New Meets With _____

Prerequisites _____ Min. Grade if Applicable _____

Corequisites _____ Min. Grade if Applicable _____

New Course Description _____

Step I. Departmental Approval:

 Signature, Department Chair _____ Date _____
 Please Type Name

Step II. College Curriculum Committee Approval:

The Curriculum Committee has reviewed the proposal of the department and concurs with its recommendation.

 Signature, Curriculum Committee Chair _____ Date _____
 Please Type Name

Step III. College Dean Approval:

I have reviewed the curriculum proposal and am satisfied that all the requirements have been met.

 Signature, College Dean _____ Date _____
 Please Type Name

Curriculum Administration Only:

Approved: _____
 Responded: _____ Department Code _____