

**REQUEST FOR COURSE CHANGE**

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| Department Initiating Proposal  | Date  |
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| Title | Signature | Date |
| Department Head |  |  |
| Dean |  |  |
| Assessment  |  |  |
| Registrar |  |  |
| Graduate Dean (Graduate Proposals Only) |  |  |
| Vice President for Academic Affairs |  |  |

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| Committee | Approval Date |
| General Education Committee (Undergraduate Proposals Only) |  |
| Teacher Education Committee (Graduate or Undergraduate Proposals) |  |
| Curriculum Committee (Undergraduate Proposals Only) |  |
| Faculty Senate (Undergraduate Proposals Only) |  |
| Graduate Council (Graduate Proposals Only) |  |

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| Course Subject: (e.g., ACCT, ENGL) | Course Number: (e.g., 1003) |
| Official Catalog Title:  |

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| Is this course cross-listed with another existing course? If so, list course subject and number. |

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| Request to change: (check appropriate box): |
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| **NOTES**: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses. |
| New Course Number: (e.g., 1003) |
| New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below) |
| Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript) |
| New Course Description:  |
| New Cross List: |
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| If adding or changing cross-listing, indicate course subject and number  |
| New Prerequisite (list all, as you want them to appear in the catalog): |
| New Co-requisite (list all, as you want them to appear in the catalog): |
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| (If major or minor course, you must complete the Request for Program Change form to add course to program.) |
| Answer the following Assessment questions:1. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable.
2. If this course is required for the major or minor, complete the following.
	1. Provide the program level learning outcome(s) it addresses.
	2. Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?)
3. What is the rationale for adding this course? What evidence supports this action?
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| If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at <http://www.atu.edu/registrar/curriculum_forms.php>.  |