

*Note: Submit this form printed on goldenrod.*  
**CURRICULUM AND INSTRUCTION COMMITTEE OF SHEPHERD UNIVERSITY**  
**PROPOSED COURSE DELETION, ADDITION, OR CHANGE**

School: \_\_\_\_\_ Department: \_\_\_\_\_

Course Title \_\_\_\_\_ (28 char. max)

Course Subject Code: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please explain briefly how the deletion, addition, or change you are proposing may affect a program learning goal established by your department:

\_\_\_\_\_ This is a **COURSE DELETION**.

1) Please give the semester or summer session and academic year when this course will be offered for the last time.

**Semester:** \_\_\_\_\_ **Year:** 2\_\_\_\_ - 2\_\_\_\_

2) What programs utilize this course (requirement or elective)? \_\_\_\_\_

3) For what courses is this a prerequisite? \_\_\_\_\_

\_\_\_\_\_ This is a **COURSE ADDITION**. (The number assigned to this course must **not** have been used during the past 10 years.)

1) Best description of the course (Please check one only):

\_\_\_ lecture      \_\_\_ laboratory      \_\_\_ lecture/laboratory      \_\_\_ internship, co-op, externship  
\_\_\_ practicum      \_\_\_ online      \_\_\_ independent study      \_\_\_ field experience  
\_\_\_ seminar

2) Please give the semester and academic year when this course will first be offered (after C&I approval).

**Semester:** \_\_\_\_\_ **Year:** 2\_\_\_\_ - 2\_\_\_\_

3) Is this course to be repeatable? \_\_\_\_\_ If repeatable, **max number of credits** that may be earned: \_\_\_\_\_

\_\_\_\_\_ This is a **COURSE CHANGE**. Please describe the change. \_

\_\_\_\_\_ This is a **NUMBER CHANGE** only, and the new subject code and number should be considered equivalent to the previous course:

Subject Code      Number

1) Please give the semester or summer session and academic year when this change will become effective. (Must be semester after anticipated C&I final approval and after a semester for which schedules will have already been prepared):

**Semester** \_\_\_\_\_ **Year:** 2\_\_\_\_ - 2\_\_\_\_

2) What programs utilize this course (requirement or elective)? \_\_\_\_\_

3) For what courses is this a prerequisite? \_\_\_\_\_

See other side.

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Catalog Description of the Course: Please provide description in "copy-ready" format when a course addition or change is proposed. **If this will affect pages in the Catalog other than the course description, please include a copy of the page(s) showing changes.**

Brief Justification for Course Deletion, Addition, or Change.

This proposal was approved by the Department: \_\_\_\_\_ on \_\_\_\_\_  
(Chair of Department) (Date)  
Print name: \_\_\_\_\_

**Please attach copy of departmental minutes.**

This proposal was approved by the School: \_\_\_\_\_ on \_\_\_\_\_  
(Dean or Chair of School's C&I Subcommittee) (Date)  
Print name: \_\_\_\_\_

\_\_\_ This proposal concerns a curriculum that is part of, or may become part of, the Teacher Preparation Program.  
Approved by PEUC: \_\_\_\_\_ on \_\_\_\_\_  
(Chair of PEUC) (Date)  
Print name: \_\_\_\_\_

\_\_\_ This proposal does not concern a curriculum that is part of, or may become part of, the Teacher Preparation Program.

\_\_\_ This proposal is or will become part of the General Studies curriculum and was approved by GSC:  
\_\_\_\_\_ on \_\_\_\_\_  
(Chair of GS Committee) (Date)  
Print name: \_\_\_\_\_

Submitted by \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(C&I Chair or Faculty Senate President) (Vice President for Academic Affairs) (Date)

Print names: \_\_\_\_\_

Copies to: 1 Department Chair  
2 Registrar (*if approved*)