

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

School: \_\_\_\_\_ Department or Equivalent Body: \_\_\_\_\_

(Provide information for Course as it will appear in the new Catalog.)

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

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

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

**Program Learning Goal (Please explain briefly how a Program Learning Goal or Intended Student Outcome established by your department will be addressed by this proposal.):**

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

1) Please give the semester/academic year when this course will be (or was) offered in the Schedule of Classes 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 primary 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 TITLE or DESCRIPTION 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 given here:

\_\_\_\_\_      \_\_\_\_\_  
 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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New 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, with regard to Department, School, or University Mission.

This proposal was approved by the Department or Equivalent Body: \_\_\_\_\_ on \_\_\_\_\_  
(Chair, Director, or Coordinator) (Date)

Print name: \_\_\_\_\_

**Please attach copy of minutes where proposal was approved.**

This proposal was approved by the School: \_\_\_\_\_ on \_\_\_\_\_  
(School Dean) (Date)

Print name: \_\_\_\_\_

**Please attach documentation of school-level approval.**

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

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

Copies to: 1 Department Chair, Director, or Coordinator  
2 Registrar (*if approved*)