

*Note: Submit this form printed on goldenrod.*  
**Shepherd University Graduate Committee**  
**Proposal for Course Deletion, Addition, or Change**

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

Graduate Program(s) in which course is offered: \_\_\_\_\_

Course Title \_\_\_\_\_ (28 characters)

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 the graduate program(s) affected by the change:

\_\_\_\_\_ 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: 20\_\_ B 20\_\_

2) Which programs require this course? \_\_\_\_\_

3) For which 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: 20\_\_ B 20\_\_

3) Is this course to be repeatable? \_\_\_\_\_ If repeatable, maximum number of repeats: \_\_\_\_\_

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

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\_\_\_\_\_ 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:** 20\_\_\_\_ - 20\_\_\_\_

2) Which programs require this course? \_\_\_\_\_

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

**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)

Please attach copy of departmental minutes. 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 was approved by the Graduate Committee

\_\_\_\_\_ on \_\_\_\_\_  
(Chair of the Graduate Committee) (Date)

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

Submitted by \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(Graduate Committee Chair) (Vice President for Academic Affairs) (Date)

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

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