### CURRICULUM AND INSTRUCTION COMMITTEE OF SHEPHERD UNIVERSITY

**PROPOSED COURSE DELETION, ADDITION, OR CHANGE**

<table>
<thead>
<tr>
<th>School:</th>
<th>Department or Equivalent Body:</th>
</tr>
</thead>
</table>

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

**Course Title:** ________________ 

**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:**

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Number</th>
</tr>
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</table>

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.
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, has been, or will become part of the Common Core curriculum.

___ This proposal was submitted for tier __________________, to satisfy the following competencies:

Critical Thinking; Creative Thinking; Oral Communication; Written Communication; Quantitative Literacy; Information Literacy; Collaboration/Teamwork; Problem Solving; Lifelong Learning; Civic Knowledge; Global Understanding & Respect; Multiculturalism & Diversity; Ethical Practice & Ethical Reasoning; Experiential Learning; Wellness.

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)

revised 11/10/14 C&IPROG.doc

Add Department and School Minutes here, along with all supporting data.