**CURRICULUM AND INSTRUCTION COMMITTEE OF SHEPHERD UNIVERSITY**

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

College: 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.

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, College, 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 College: \_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_

 (College Dean) (Date)

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

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

 This proposal concerns a curriculum that is part of, or may become part of, the Teacher Preparation Program.

Approved by EPPC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chair of EPPC) (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 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.

 This proposal affects a program that has an articulation agreement(s) with another college(s)/university(ies) (i.e. a “2+2” program). Please indicate which agreement(s):

Submitted for approval by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_

 (C&I Chair) (Provost) (Date)

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

Copies to: 1 Department Chair , Director, or Coordinator

 2 Registrar ***(if approved)***

revised 08/09/19 C&IPROG.doc

**Add department and college minutes here, along with all supporting data.**