

PART A – ROUTINE ACADEMIC MATTERS

SECTION– Course Revisions (change in course number, course title, course description, Prerequisites and Co requisites)

Department – Change inSpecify department **and** what changes are being made. Please note that you need to fill in **only** the Item to be changed in both “from” and “to”.

AV. 17. - _____ – _____ <i>(Please fill in the present course number and name)</i>			
From		To	
Title		Title	
Number		Number	
Prerequisite		Prerequisite	
Co-requisite		Co-requisite	
Hours		Hours	
Credits		Credits	
Description		Description	
Rationale			

Credit Value

	Hours/week	Credit value
Lecture		
Laboratory		
Seminar		
Clinical Experience		

Formula for Computing Credit Value

15 Contact hours = 1 credit

45 laboratory hours = 1 credit

Have the requested change been discussed with the chairpersons of all affected departments?

☐ **Yes** – (attach support letters for the different departments)

☐ **No, Explain -**

Does the course necessitate changes/additions in:

☐ **a. Staffing?**

☐ **b. Space?**

☐ **c. Equipment?**

☐ **d. Any unusual cost changes?**

Reviewed and Approved by:

1. Department Chairperson

2. Departmental Curriculum Committee

3. Vice President for Academic Affairs

4. College Wide Curriculum Committee

5. College Wide Senate

Forwarded for Chancellors Report _____
(Date)