

**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.):

- | | | | |
|------------------------------------|-------------------------------------|---|--|
| <input type="checkbox"/> lecture | <input type="checkbox"/> laboratory | <input type="checkbox"/> lecture/laboratory | <input type="checkbox"/> internship, co-op, externship |
| <input type="checkbox"/> practicum | <input type="checkbox"/> online | <input type="checkbox"/> independent study | <input type="checkbox"/> field experience |
| <input type="checkbox"/> 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.