

**Shepherd University Graduate Council Proposal for
Course Deletion, Addition, or Change**

College: _____ 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 Graduate Council approval).

Semester: _____ **Year:** 20____ B 20 _____

3) Maximum credits that may be earned in this course. _____

_____ This is a **COURSE 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: _____

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 Graduate Council 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 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 was approved by the Graduate Council

_____ on _____
(Coordinator of Graduate Studies) (Date)

Print name: _____

Submitted by _____ to _____ on _____
Coordinator of Graduate Studies Provost Date

Print names: _____

Copies to: 1. Graduate Program Coordinator
2. Department Chair
3. Registrar (*if approved*)