

Curriculum Course Change

Instructions: Please use the form below to add, revise, or delete a course. Proposals will not be considered by Curriculum Council until they have been approved by the Dean. Incomplete submissions will not be considered. The deadlines for submissions are **October 1, December 1, and March 1.**

The steps to a complete submission are as follows:

Step 1: Work with the appropriate Dean, Associate Provost, registrar, and/or other programs that might be affected by the proposal.

Step 2: Dean Approval

Step 3: Send completed form to the Chair of the Curriculum Council (copy to the Office of the Provost at provost@sulross.edu).

Step 4: Curriculum Council Approval

Step 5: Provost Approval

Step 6: TSUS Board of Regents Approval

Step 7: Registrar Update

Step 8: THECB Update

- Revising an existing course
- Deleting an existing course
- Adding a new course that is not to be considered for core curriculum
- Adding a new or existing course to the core curriculum

Submitted by:

COURSE DETAILS

Department:

Program:

Course Title

(for changes in course title, please include old and new title):

Course Number

(for changes in course number, please include old and new number):

SCH:

Contact hours for Lecture or Lab, present in the form (lecture meeting hours per week: lab meeting hours per week):

Course Description (for catalog):

Prerequisites:

Instructor (if known):

Instructional Type:

Grading Mode:

Repeat Limit:

COURSE REVISIONS AND DELETIONS

For course changes, please explain the change and rationale:

For course deletions, please explain the rationale:

FOR COURSE DELETIONS AND REVISIONS, YOU MAY STOP HERE. FOR COURSE ADDITIONS AND CORE CURRICULUM ADDITIONS, PLEASE CONTINUE.

NEW COURSES THAT ARE NOT TO BE CONSIDERED FOR CORE

Course Level: *(Include a brief explanation of the course level. Course numbers are assigned by the registrar, in consultation with the sponsoring department.)*

Assessment

Program Level Assessment: Please describe how the course student learning outcomes align with the program student learning outcomes.

Course Level Assessment: Please describe the strategy for assessing the course student learning outcomes.

Syllabus (optional)

Please submit a complete syllabus for the course, this will help the curriculum council make an informed decision and provide clarification.

ADDITIONS TO CORE CURRICULUM, EITHER NEW OR EXISTING COURSES

Please review [the THECB Core Curriculum Guidelines](#) to complete this area of the form:

Core Curriculum Component Area:

THECB Core Objectives required and how they will be assessed:

Syllabus (optional)

Please submit a complete syllabus for the course, this will help the curriculum council make an informed decision and provide clarification.

Signatures and Date

Department Chair _____	Date _____
Dean _____	Date _____
Curriculum Council Chair _____	Date _____
Provost _____	Date _____