

**CHEYNEY UNIVERSITY OF PENNSYLVANIA
UNIVERSITY CURRICULUM COMMITTEE
COURSE REVISION PROPOSAL FORM**

For course renaming, renumbering, credit hour changes, and catalog description changes

Proposal writer:

Department:

Course name:

Course number:

Lecture hours:

Studio/lab hours:

Course description in catalog:

PART ONE

Please answer the following questions about your proposed revision.

- 1) How significantly is the content of the course being changed? Will a new syllabus be used? Will the course requirements be modified? If it is being changed significantly, what distinguishes this proposal from a new course proposal?
- 2) What is the impact of the change on your other curricular offerings, or the offerings of other departments? Does the change mean that the course will now be more similar to courses in other departments?
- 3) Is the course currently being offered on a regular basis? If so, what is the impact of the proposed changes on the students who currently take this course?
- 4) Is there a change in the status of the course? Is the course being changed from a required course in a major to an elective, or vice versa? If the course will now be required for the major, what effect does that have on the credits required for graduation in your major? Have you filled out a program revision form?
- 5) If the course is regularly taken in service of the core requirements, what effect will it have on the purposes and objectives of the core?
- 6) If the proposed change is in the credit hour requirements, address the impact of the change on the credits required for graduation both in major programs in your department and in other departments. What form will the extra hour of instruction take?

7) If the proposed change is in the course number, will the course change from a lower-level to upper-level course, or vice versa? What impact will this have on the percentage of upper-level courses taken in major programs that require the course? Does the course content justify the change?

8) Prior to the requested change, were there any prerequisites on this course? Please list them. Will the proposed changes impact the prerequisites for this course? Please explain how and list the new prerequisites intended for this proposed revision.

PART TWO

Below supply a one-paragraph justification explaining why this course revision is needed. This justification will be included in the action sheet that is forwarded to the Provost and the Academic Affairs Council should the course be approved by the committee, and will serve to explain why your proposal should be implemented.

PART THREE

Please attach minutes from a departmental meeting indicating departmental approval of the course revision and the old and new, if applicable, catalog description. You may attach any other materials you think would be helpful in considering your proposal, including information related to changes in your field which necessitate the course revision.