

Course/Program Action Request Form

- ☐ New Program
☐ Change of Program Requirements
☐ New Course
☐ Change of Course Prerequisite(s)
☐ Change of Course/Program Title
☐ Change of Course/Program Description
☐ Change of Course Level
☐ Change of Credit
☐ Course Deletion
☐ Core Course Inclusion (___Check if "1 Time Travel" Request)
☐ Other: _____
☐ Check if this Proposal Must Also Go to TEC

Department _____

Present Course/Program Title _____

New Course/Program Title _____

(if applicable)

Credit Hours _____

(indicate current and/or requested credit hours, as appropriate)**Only if for Core Inclusion**, check below **all** Core areas requested.

Course Level or Number _____

(for change, indicate current and requested numbers; for new course, indicate either requested course number or course level by first digit)

Prerequisites _____

(indicate current and/or requested prerequisite(s), as appropriate)

Course/Program *Bulletin* (i.e. Catalog) Description, "New" or "As To Be with Changes Requested". For new course, include proposed Course Number, Title, Description, and Prerequisite(s), or for new program, any applicable *Bulletin* text. For both course and program proposed changes, include current as well as requested *Bulletin* text.

Description of and Rationale for New Course/Program, or of Proposed Change. For new course, provide course outline or syllabus, rationale of need for course, and how it will fit into departmental/college curriculum. For both course and program proposed changes, include old and new versions together with rationale for requested change. For core inclusion, attach completed "Core Course Proposal Form".

Department Chair's Signature _____

Date Sent to ACC _____

College Curriculum Committee Chair's Signature _____

Date _____

() Approved () Not Approved

ACC Chair's Signature _____

Date _____

() Approved () Not Approved

President's Signature _____

Date _____

() Approved () Not Approved

ACC Chair's Signature/Actions
(rev. March, 2009)

Date Received from President _____

Date, Confirmation to Originator _____

Date, Copy to Registrar _____