

**CURRICULUM FORM NUMBER 2**  
**CHICAGO STATE UNIVERSITY OFFICE OF ACADEMIC AFFAIRS**  
**COURSE CHANGE**

TO BE USED ONLY FOR COURSE CHANGES NOT A PART OF A NEW ACADEMIC DEGREE PROGRAM

Please complete all entries in narrative form as requested; attach additional pages as needed. Undergraduate and graduate course changes must be submitted separately. Additional information to assist you with this submission can be found in the Instructions and Appendix of the Curriculum Handbook, revised Spring, 2017. If you have any questions, please contact the Chairperson of the relevant committee or the Office of Academic Affairs. One original hard copy of all relevant documents must be submitted to Academic Affairs prior to the effective date of the action proposed. **Do not use this form to propose program changes.**

COURSE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ CHAIRPERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE CHECK ONE: ADDITION \_\_\_\_\_ DELETION \_\_\_\_\_ CHANGE \_\_\_\_\_ SUSPENSION \_\_\_\_\_

**COURSE CHARACTERISTICS:**

1. Credit Hours: \_\_\_\_\_ Contact Hours: \_\_\_\_\_ [lecture \_\_\_\_ lab or studio \_\_\_\_ field \_\_\_\_ other \_\_\_\_ (e.g. recitation)]

2. Prerequisites: \_\_\_\_\_ Co-requisites: \_\_\_\_\_ (as applicable)

3. Twenty character short title (for course schedule and transcripts): \_\_\_\_\_

4. - Is this a:  required major course or  elective course?

- Does this course proposal also entail a change to program requirements?  yes\*  no

\*(if yes, submit Forms 3 and 4 in tandem using the Program Change request forms)

- Will it serve:  majors only or  non-majors only or  majors and non-majors?

- Will it satisfy a University General Education requirement?  yes\*\*  no

\*\* (if yes, it must be submitted to and approved by the University General Education Committee)

- How often will it be offered?  each term or  once/year or  other: \_\_\_\_\_

- How many students will it serve each term it is offered? \_\_\_\_\_ (total all sections offered/term) Recommended class size: \_\_\_\_\_

- Indicate the amount of any lab fee (if any): \_\_\_\_\_ (n.b., all fees require the approval of the Tuition/Fees committee)\*\*\*

\*\*\*reason for fee (if applicable): \_\_\_\_\_

- Check all planned delivery methods:  classroom  online/hybrid\*\*\*\*  video-conference  extension  contract

\*\*\*\*(if online/hybrid is checked, it must be submitted to and approved by the Distance Education Committee)

5. OLD catalogue description (if this accompanies a change request):

6. NEW catalogue description (if this is a new course or change request):

7. Specific reason for the new, changed, suspended, or deleted course (include assessment results as justification if applicable):

8. If this is a UG/GRAD course, please explain the specific differences in assignments/grading criteria for receiving graduate credit.

9. Effect of the addition, deletion, changed or suspended course on other programs, departments, or colleges:

10. Budgetary and Staffing Implications:

11. Proposed Effective Date for Course Change: \_\_\_\_\_

2017

*Effective: February 15,*