River Valley Community College

Internal Curriculum Change

Date: **Program**:

Course being reviewed:

Submitted by:

Curriculum Change Type - *check all that apply and include a current and revised syllabus outline for all changes.*

New Course – When you submit this form, please submit a complete Syllabus Outline (SO) *Note: Although there is no character limit for a course name, display names generated by Banner (such as names in SIS and the college catalog) are restricted to 30 characters including spaces. If the new course's name is longer than 30 characters including spaces, indicate exactly how you would like the abbreviated name to appear.*

New Course Number and Title:

Abbreviated New Course Number and Title:

Explain the rationale for the new course and how you intend to market this new course.

Course De-Activation

Course Number and Title:

Explain the rationale for de-activation of the course.

Change in Course Description – When you submit this form, please attach the old course description and your draft of the new course description to this document.

Course Name Change *Note: Although there is no character limit for a course name, display names generated by Banner (such as names in SIS and the college catalog) are restricted to 30 characters including spaces. If the proposed new course name is longer than 30 characters including spaces, indicate exactly how you would like the abbreviated name to appear.*

Current Name:

Proposed New Name:

Abbreviated New Name:

Explain the rationale for the change:

Course Hours Allocation Change

	Current Structure	**Proposed New Structure**
Lab Contact Hours		
Lecture Contact Hours		
Credits		

Explain the rationale for the change(s):

Course Content Change – When you submit this form, provide a new syllabus outline (SO) with the changes highlighted. Below briefly explain the rationale for the content change(s).

Prerequisite Change -list the current and proposed new prerequisite below.

Current Prerequisite: Proposed New Prerequisite:

Explain the rationale for the change:

Course Sequence Change – submit a current program map and a proposed new program map as an attachment to this proposal.

Does this change affect other programs within the College?

    Yes – please explain below

    No – be sure to confirm you are not offering the same course in a different semester than when it is currently offered.

____ Course Learning Outcomes Change – submit a new Syllabus Outline (SO) and identify which outcomes are changing. Below briefly describe rationale for the change(s).

What term will this proposed change go into effect? _____

Does the Advisory Committee support this proposal?   Yes   No   N/A

Internal Signature Approvals

*Department Chair:*_____

Registrar: _____

Director of Financial Aid:_____

*Other:*_____

*VPASA:*_____

Proposal Status:

Approved

Approved with changes:

Not Approved

Committee Chair: _____