Internal Curriculum Change

Program or Department:

Course Being Reviewed, if applicable:

Submitted By: **Date:**

Curriculum Change Type

Check all that apply and include an original and revised syllabus outline for all changes, as applicable.

☐ New Course – Please provide a brief rationale for the proposal for a new course in the academic catalog and include the plan to market this new course.

☐ Course Deactivation – Please provide a brief rationale for deactivation of the course.

☐ Course Name Change – Proposed Name:

30 Character Version of Name:

Please provide a brief rationale for this course name change.

☐ Course Hours Allocation Change

	Current Hour Structure	Proposed Hour Structure
Lecture		
Lab		
Other		
Credits:		

Please provide a brief rationale for this course hours allocation change.

☐ Course Pre/Co-Requisite Change

	Current	Proposed
Prerequisite		
Corequisite		
Pre- or Co- Requisite		

Please provide a brief rationale for this course pre/co-requisite change.

☐ Change in Course Description – Please highlight the main changes and provide a brief rationale for the change in course description.

☐ Course Competencies Change – Please highlight the main changes and provide a brief rationale for this course competencies change.

☐ Overview of Course Topics Change – Please highlight the main changes and provide a brief rationale for this course content change.

☐ Learning & Instructional and/or Performance Evaluation Methods Change – Please highlight the main changes and provide a brief rationale for any learning and instructional and/or performance evaluation methods change.

☐ Course / Program Specific Grade Requirements Change – Please explain the current grade requirement, the proposed grade requirement, and the rationale for the change.

☐ Program Requirement Change/Program Map Change – This would be where a different course is added/others deleted and or a course sequence/term change would all happen. Submit both the current and proposed program maps with this proposal.

Impact on Other Programs: Does this proposed change affect course availability, scheduling, prerequisites, or program maps in any other RVCC program?

◯ Yes

◯ No

If yes, please explain the impact and indicate whether consultation with the affected program(s) has occurred.

Impact on Course Scheduling: Does this proposal require a course to be moved to a different semester, term, or rotation cycle than it is currently offered?

◯ Yes

◯ No

If yes, please explain.

☐ Impact on Transfer Articulation or Accreditation – Please consider the change's impact on articulation, accreditation, etc. and describe any impact here. Also include if paperwork will be requested from the curriculum committee so it can be compiled in a timely manner.

☐ External Curriculum Change – Please attached submitted external documentation, describe the proposed changes being submitted for the external curriculum review process, explain the impacts to RVCC, and share the anticipated timeline of the external process.

Note: External curriculum actions that may affect RVCC programs, students, scheduling, advising, catalog requirements, transfer pathways, or degree completion plans should be submitted to the internal Curriculum Committee for awareness, feedback, and institutional coordination, even though formal approval occurs through the separate external process.

Catalog Year Proposed for Implementation:

The requested catalog year of implementation is subject to approval timelines and catalog publication schedules.

Does the program advisory committee support this proposal?

- ◯ Yes
- ◯ No
- ◯ Did not consult.

If no or did not consult, please explain.

Internal Review & Acknowledgment

The individuals listed below have reviewed this proposal and have had the opportunity to identify concerns, ask questions, and provide feedback prior to Curriculum Committee consideration. Signatures acknowledge review of the proposal and do not constitute final approval. Signers, please fill out comment box (even if just with "n/a").

Department Chair:

Comment:

Signature:

Director of Financial Aid:

Comment:

Signature:

VPASA:

Comment:

Signature:

Curriculum Committee Chair:

Comment:

Signature:

Registrar:

Comment:

Signature:

Final Curriculum Committee recommendations and approvals are documented in the official Curriculum Committee meeting minutes.