

*Washington and Lee University
Committee on Courses and Degrees
Undergraduate Course, Major or Program Change Form*

October 2006

In order to be reflected in the next printed catalog, proposals should be submitted electronically by October 1 for consideration prior to the November faculty meeting.

Please submit the proposal as an e-mail attachment to CD@wlu.edu.

No curricular changes should be proposed unless all affected faculty members have been consulted.

Non-substantive changes of an editorial nature, those involving changes in titles, course numbers without level change, or catalog descriptions, may be submitted directly to the University Registrar, registrar@wlu.edu.

1. List department(s) and program(s) in which change is being proposed or which are affected by the proposal:

List name(s) indicating respective approvals of appropriate department head(s), program committee head(s), and/or other faculty members affected by the change:

2. Nature of change. Check all that apply and attach separate rationale(s) for proposed change(s). Also attach Major or Proposal Guidelines, if appropriate.

- a. Add a new course: (*attach a syllabus and complete Item 3, a-i*)

Proposed course subject (e.g. ACCT) _____ Proposed course number _____ Proposed credit _____

Proposed course title _____

Proposed catalog description:

- b. Drop a course

Course subject (e.g. ACCT) _____ Course number _____ Credit _____

Course title _____

Describe required change(s) in catalog copy, with current page numbers.

- c. Add or Modify major/program requirement(s) (*Complete Major or Program Proposal Guidelines from registrar.wlu.edu/forms/proposal-guidelines.doc.*)

d. **Substantive changes to an existing course: (attach a syllabus, if appropriate, and complete Item 3, a-i)**

Course subject (e.g. ACCT) _____ Course number _____ Credit _____

Course title _____

- Change course number to reflect change in level of complexity - To _____
- Change credit(s): From _____ credits To _____ credits
- Substantive revision to course content and description
- Change General Education designation from GE area _____ to area _____
- Change cross-listing (same course number) or cross reference (different number) with _____ discipline
- Other (describe): _____

3. For New or Revised courses (complete this section and Items 1 and 2, above):

a. Course subject (e.g. ACCT) _____ Course number _____ Credit _____ (consult with University Registrar)

b. Course title _____

c. Course prerequisite(s) _____

d. Course instructor(s) _____

e. Term(s) offered: Fall _____ Winter _____ Spring _____

on an annual _____, biennial _____, or other basis (please explain _____)

beginning (term & year) _____

f. Required for major/program? Yes _____ No _____ Which major/program? _____

May be used as an elective for major/program? Yes _____ No _____

Which major/program? _____

g. Cross-listed / cross-referenced with the following course/department/program:

h. Does this course count toward GE or FDR requirements? Yes _____ No _____

If yes, which area? _____ (e.g. FDR HU, FDR SS, GE4 in religion, GE5c., etc.)

Explain briefly how this course will meet the FDR and/or GE goals for this category.

i. Please provide the following separately:

- (1) a catalog-type restatement of the major/program requirements showing this course's place in the curriculum;
- (2) an explanation of the proposed course's impact on departmental teaching assignments; and
- (3) information on availability of and need for equipment and library resources required for the course.