**CURRICULUM WORKSHEET - EDIT EXISTING COURSE**

This optional worksheet is for internal planning only. It is not a required form or step in the curriculum approval process. You may use this form in the consultation process and in planning your curriculum proposal prior to Leepfrog opening on March 15.

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Also Offered at Graduate Level

Start Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIFI Course: [ ]
 (Entry into UNIFI requires UNIFI Committee Approval)

Is this proposal editorial or substantive? (see notes below):
For undergraduate and graduate proposals, Substantive proposals are fully reviewed by all curriculum review bodies, while Editorial proposals are eligible for a more truncated review process.

Proposals to change existing courses or programs (especially when titles are involved) shall not be used to avoid the full review accorded to proposed new courses and programs. If a department is proposing several changes at once (e.g., changing title, description, AND prerequisites of a course; or major changes in requirements of a program), this may indicate that the department is not revising curriculum but is creating new curriculum. In such a case, the department should consider if the proposal is a new course/program and warrants dropping the old course/program and adding a new one, and any curriculum review body may so determine and may return proposals to originating departments with instructions to proceed in that manner. Consultation with the Associate Provost for Academic Affairs and/or UCC/GCCC prior to developing proposals may be advantageous.

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If title is longer than 26 characters, including spaces, also provide an abbreviation to be used by the Office of the Registrar).

Short Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

enter text here

enter text here

Catalog Description:

 Catalog Prerequisites:
 Corequisite(s):

enter text here

enter text here

 Prerequisite(s) or Corequisite(s):

 Same As (click the + sign and enter required information)

 Terms Offered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Explanation and justification:

enter text here

Attach any Supporting Documents