

## Curriculum Committee Request for Action Form

This form is used by the faculty member to request the Curriculum Committee to consider a proposal. It is the summary sheet to precede the guidelines required for specific types of requests and all supporting documentation. This form must accompany any request, including, but not limited to new or discontinued: programs, majors, minors, courses, concentrations, and certificates.

### SECTION I: Profile Data - Required Information

Person(s) Initiating Action(s): [Click here to enter text.](#)

Submission Date: [Click here to enter a date.](#)

Requested Implementation Date: [Click here to enter a date.](#)

Program Name: [Click here to enter text.](#)

Academic Level: [Choose an item.](#)

Action Requested (see Appendix):

New: [Choose an item.](#)

Discontinuation: [Choose an item.](#)

Suspension: [Choose an item.](#)

### SECTION II: Provide a brief description of the request and details regarding the context of the request – why is this change being requested?

[Click here to enter text.](#)

### SECTION III: Committee Decision (For Committee Use Only)

Approved

Approved with Conditions

Conditions: [Click here to enter text.](#)

Clear Conditions By: [Click here to enter text.](#)

Denied

Deferred (requires resubmission)

Resubmitted By: [Click here to enter text.](#)



## APPENDIX: Paperwork Required for Curriculum Committee Action

Action	Paperwork Required
New Program, Major, Minor, Concentration, or Certificate:	Academic Program or Certificate Addition Cover Memo and all documentation indicated in Section II of that Memo
New Course:	New Course Template and Syllabus
Discontinuation of Program, Major, Minor, Concentration, or Certificate:	Academic Program or Certificate Discontinuation or Suspension Cover Memo and all documentation indicated in Section II of that Memo
Suspension of Program, Major, Minor, Concentration, or Certificate:	Academic Program or Certificate Discontinuation or Suspension Cover Memo and all documentation indicated in Section II of that Memo

## New Course Template

This form is used to add a new course to an academic program. **Department Chairs, with the approval of the CAO, are required to complete and submit this form to the curriculum committee with supporting documentation for review.**

### SECTION I: Course Information

Course Title: \_\_\_\_\_  
Course Number: \_\_\_\_\_  
Credit Hours: \_\_\_\_\_  
Prerequisites: \_\_\_\_\_  
Grading: \_\_\_\_\_

Course Description:

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Student Learning Outcomes:

After completion of this course, students will be able to:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Faculty Qualifications:

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Textbooks/Materials:

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Teaching Methodologies:

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Course Delivery Method:

On Ground     2+2     Virtual Blend     Web-Assisted     Online

