ROUTINE CHANGE REQUEST FORM

Use this form only for revisions to existing courses

This proposal is for consideration by the Curriculum Committee (CC), who will report to the Academic Affairs Committee (AAC). Please submit one copy of this form and a memo including items 1-9 below to the Curriculum Committee. Completed proposals are requested by Dec. 1 to facilitate inclusion in the next catalog. Some changes, depending on their nature, may require approvals beyond AAC.

Department/Program: ________________________________________________ Date: ______________________

Submitted By: _____________________________________________________ Phone: ______________________

The following course revisions require submission of a routine course change request and approval by the department chair, dean, and Curriculum Committee:

- Changing the prefix of a course (e.g. changing a COM course to an ART course)
- Changing the course prefix used by a program or department
- Adding, revising or deleting a repeat-for-credit notation
- Changing a course number
- Revising a course title
- Revising a course description
- Revising course lecture/lab hour distribution without changing the credit
- Deleting an elective course from the curriculum (Deleting a required course requires a Request for Program Revision, see notes below)
- Restoring a course within three years of its prior deletion
- Cross-listing courses

The following revisions require submission of a routine course change request and require further approval by the Academic Affairs Committee, VPAA, and (in some cases) New York State:

- Raising or lowering course semester credit hours
- Revising, deleting, or adding a course prerequisite

Please attach a memo describing in detail the routine change(s) you are requesting. Your attached information should include the following; indicate "NA" if not applicable.

%e1. Course number(s) and title(s) of course(s) that are to be revised
%e2. Type of change(s) requested (e.g., change of course number; change of prerequisite; etc.)
%e3. Current course information
%e4. Copy of old and new syllabus(i) with changes noted
%e5. Requested change(s) to course information
%e6. Exact catalog text for revised course(s) (text that will appear in catalog)
%e7. Rationale
%e8. Effective date for revision (Changes are NOT retroactive to preceding semester or catalog)
%e9. Record of consultation with other potentially-impacted departments

Please note: Proposals for new courses should follow New Course Procedures of the Curriculum Committee (http://www.marist.edu/facultystaff/courseprocedures.html), and curriculum revisions to degree programs require a Request for Program Revision (http://www.marist.edu/facultystaff/approvalforms.html).

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