

INSTRUCTIONS
(indicates attachments required)**

1. Docket # will be filled in by the Dean's Office.
2. Check Boxes:
 - a. If making a pre- or corequisite change, mark P or C in the box.
 - ** b. To indicate that a course is being proposed for inclusion in the GER, SAGES, or CSE Core Requirements, check the box and list the area on the line provided. Provide a syllabus and a written justification for the request.
 - c. Always indicate whether a new course is offered for a Grade or as Pass/No Pass by marking G or P in the box.
3. For new and existing courses, fill in all the lines in the PROPOSED section. In the CURRENT section, fill in only those items for which a change is being requested.
4. For a new course, verify the availability of the course number with the Registrar.
5. A 60-character/space title can be provided for the General Bulletin. The 30-character/space title is used for transcripts and semester class schedules.
6. Pre- and corequisites are listed only by course code and number. Other information, e.g., "consent of department required," can appear in the course description. (Note that "or consent of instructor" will not be printed in course descriptions but is generally understood as an option when an instructor recognizes that a student without formal prerequisites is fully qualified for a course.)
7. Cross-listed courses should have the same course number in each department when possible. They must have identical titles, descriptions, prerequisites, and credit hours in each department.
- ** 8. Include a justification for a new course or for a change to an existing course.
- ** 9. **For a new or existing course, list all departments or schools which use the course as a degree requirement, pre- or corequisite, or restricted elective (if one of several courses from which a student must choose). If dropping or significantly changing such a course, consult with each unit using the course and report on the consultation.**
- ** 10. **If a proposed course includes substantial content from another discipline in the university, the proposing department should consult with the other department(s) as appropriate and report on the consultation.**
- ** 11. All proposals for new courses and changes to existing courses must include a justification and a complete syllabus which describes the course goals and content; the reading, writing, and testing requirements; and a percentage breakdown for grading. If a course is a 300/400-level combination, list the additional requirements for 400-level students.
- ** 12. A bulletin description must be included for all new courses. Maximum length is 1200 characters/spaces. If a change is requested in the description for an existing course, include on a separate sheet both the current and proposed descriptions and a justification for the change.
13. The completed form (with accompanying documents) should be signed by the originating department's curriculum committee chair and department chair, other departments as required, then forwarded to the dean's office. Do not send forms directly to the Registrar's Office. The Provost and various deans' offices will coordinate transmittals.
14. For inclusion in the schedule of classes, final course approvals must be received by the Registrar by February 1 (for Fall and Summer semesters) and October 1 (for Spring semester). **All signed course approvals must be received by the Registrar prior to the start of the term for which the course is requested.**

CWRU COURSE ACTION FORM**DOCKET #** - -

College/School: _____

Department: _____

PROPOSED:

Course Code & No.: _____

Course Title: _____

Credit Hours: _____ Classroom/Lab Hours per week: _____

Faculty Member: _____

Prerequisites (Code & No.): _____

Corequisites (Code & No.): _____

Cross-list: _____

GER, SAGES, or CSE Core: Area: _____

Effective as of: Semester _____ Year _____

Course Offered: Every Year _____ Alternating Years _____
Fall _____ Spring _____ Summer _____

Does this course replace any course that will no longer be offered?

Yes ___ No ___ If yes, identify the course(s) being terminated:

___ Attachments Included ___ All required consultations Completed? (See #s 9-10)

Title for transcripts and schedule of classes: (Limit of 30 characters/spaces.)

Bulletin Description: (Maximum length 1200 characters/spaces)

CURRENT: (Complete only those items where a change is requested).

Course Code & No.: _____ Credit Hours: _____ Classroom/Lab Hours per week: _____

Title: _____

Pre/Corequisites (Code & No.): _____

Cross-list: _____

Bulletin description: If change requested, attach current and proposed on separate sheet with justification.

SIGNATURES:**DATE**

Department Curriculum Committee Chair(s)/Program Directors _____

Department Chair(s) _____

College/School Curriculum Committee Chair _____

College/School Dean(s) _____

University Undergraduate Faculty Curriculum Committee Chair _____

Check the following as appropriate:

NEW COURSE

DROP COURSE

CHANGE(S) TO EXISTING COURSE:

Code/Number

Title

Credit Hour

Classroom/Lab Hours

Pre- or Corequisite (P or C)

Bulletin Description

Course Content

ADD/REMOVE CROSS-LIST

GER, SAGES, OR CSE CORE

Grade or Pass/No Pass (G or P)

OTHER _____