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| **HOW-TO: Complete a Course Change Proposal** | | |
| 1. College and Academic Unit:: | | 1. Enter the name of the college and the academic unit (department) that is submitting the proposal. |
| 2. Course subject and number:  [*See upper and lower division undergraduate course definitions****.***](http://nau.edu/uploadedFiles/Administrative/Provost/ACLD/_Forms/Criteria%20for%20Upper-Lower%20Division%20Courses.doc) | | 2. Enter the course subject (prefix) and number. |
| 3. Current catalog display in this column. Cut and paste the course’s title, description, requisites and units from the current on-line academic catalog \* [*http://catalog.nau.edu/Catalog/*](http://catalog.nau.edu/Catalog/)*.* | Show the proposed changes in this column **Bold** the proposed changes in this column to differentiate from what is not changing, and **~~Bold with strikethrough~~**what is being deleted. | 3. Illustrate the proposed catalog changes. Copy and paste the current catalog text on the left side. Also, copy and paste the current catalog text on the right side, and add the proposed changes to the catalog text. Text that is being added to the current subject, number\*, units\*\*, title, course description, and pre/co requisites is entered in **BOLD BLACK** type. Text that is being removed from the current subject, number\*, units\*\*, title, course description, and pre/co requisites is entered in **~~BOLD RED with STRIKETHROUGH~~**.  \*For help determining whether an undergraduate course should be proposed as an upper or lower-division course; see [*upper and lower division undergraduate course definitions*](http://nau.edu/uploadedFiles/Administrative/Provost/ACLD/_Forms/Criteria%20for%20Upper-Lower%20Division%20Courses.doc).  Please note; once a course number has been used at any time in the past it is no longer available for a new course. To confirm whether a particular number is available for a new course, contact your Curriculum Process Associate ([Scott.Galland@nau.edu](mailto:scott.galland@nau.edu) or [Jenny.Scott@nau.edu](mailto:Jenny.Scott@0nau.edu))  \*\* When applicable, ensure the units and contact hours align per Academic Policy [*100814*](https://policy.nau.edu/policy/policy.aspx?num=100814). |
| \*if there has been a previously approved curriculum change since the last catalog year, please copy the approved text from the proposal form into this field. | |
| 4. ***Attach the proposed syllabus (***[*approved university format*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Policy/Syllabus_Template/)*)****. Use the*** [*Syllabus Guidelines*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Policy/Syllabus_Policy/) *t****o ensure you have addressed syllabus aspects that will be reviewed by the College Curriculum and Assessment Committees.*** | | 4. Attach the proposed course syllabus to the course change proposal. The proposed syllabus must follow the [*approved university format*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Policy/Syllabus_Template/)and [*syllabus guidelines*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Policy/Syllabus_Policy/) |
| 5. Justification for course changes:  Describe how the changes to this course are related to short- and long-term plans of the academic unit. Ensure your description addresses at least one of the following:   * Improvements to the program (aligning curriculum to new or current curriculum standards or expectations, improving degree program progression, integration of learning from one course to another), * Requirements or recommendations set forth by the program’s periodic review, or in preparation for its next review (addressing improvements based on input from external reviewers, industry trends, new or changing governmental regulations or external accreditation requirements), * Academic unit goals identified in a unit’s Annual Report on Curriculum & Assessment, * Evidence and assessment findings (assessments of student learning, needs assessments, student or employer surveys, comparisons to other programs in the field), * Other important aspects of the academic unit and student learning not identified above. | | 5. Complete the justification for the proposed course changes. Specifically, address how the proposed changes reflect the academic unit’s short and long-term plans. At least one of the five bullets listed must be addressed. |
| 6. Is this course in any plan (major, minor, or certificate) or sub plan (emphasis)? Yes  No  If yes, list. | | 6.   * Search for all plans that include this course in the requirements using the “Plans including Specific Courses” query in Enterprise Reporting (Document List > Public Folders > LOUIE-Student Reports > Course Management > Curriculum). * If this course is found in a plan then select the YES check box. If not, select the NO check box. * If YES, list the academic units (departments) and plans which contain this course.   If the plan is in a department other than the owning department; include evidence that they have been notified of the change. If there are potential impacts to their plan, a letter of support of the proposed changes is required. |
| 7. Is this course in any CAEP Accredited plan? Yes  No  If yes, list. | | 7. If any of the plans listed in question 6 are accredited by CAEP, select the YES check box, and list the plans. |
| 8. Is there a related plan change proposal being submitted? Yes  No  If no, explain. | | 8. If any of the plans listed in questions 6 and 7 need to be updated to reflect the proposed course change, then select the YES check box, and list the plans. For example, a course unit change might require a revision to the plan requirement units. Complete the related [*new plan*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Forms/NewPlan/), [*plan change*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Forms/PlanChange/)or[*fast track plan change*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Forms/FTPlanChange/)\* for each impacted plan.  \*Confirm if the proposal is eligible for Fast Track (see [*Fast Track Policy*](http://nau.edu/Provost/OCLDAA/_Forms/Fast-Track-and-Consent-Agenda-Items/)). |
| 9. Resource Implications  9a. Will the course change result in:   * an increase in library holdings and electronic or research resources for this course? Yes  No   If yes, list:   * the need for equipment or technology, particularly in the classroom? Yes  No   If yes, list:   * changes in the classroom space needed for the course? Yes  No  If yes, list:   9b. Will the course change affect the frequency of offering the course? Yes  No  If yes, complete the following table identifying the number of sections and expected enrollment for this course over the next two academic years.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | AY 2018-2019 | | | AY 2019-2020 | | | |  | Sections | Enrollment  Capacity |  | Sections | Enrollment  Capacity | | Fall |  |  | Fall |  |  | | Winter |  |  | Winter |  |  | | Spring |  |  | Spring |  |  | | Summer |  |  | Summer |  |  |   How many of your current faculty can teach this course?  Based on enrollment and course offering projection, will additional resources be needed to offer the course? Yes  No  If so, what resources are requested to offer this course?  10. Impacts to Other Academic Units or Programs:  10a. Projected impacts to enrollments and courses in other academic units or programs: Based on the frequency of offering this course, what is the expected impact on enrollments and offerings within other academic units or programs?  10b. If other academic units or programs are impacted by this proposal, what discussions and actions have been taken for notification and/or resolution? Please attach correspondence.  11. Duplication or Perceived Duplication of Course; does there appear to be greater than 20%  duplication with any other courses offered at Northern Arizona University? Yes  No  If so, which courses? | | 9-11. Read each question carefully and select the appropriate check box, and if yes, provide brief answers/descriptions as necessary. |
| **IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING**   |  |  |  | | --- | --- | --- | | **CURRENT** | | **PROPOSED** | | Repeat for additional units in same term:  Yes  No | Repeat for additional units same term:  Yes  No | | | Repeat max number of units in same term: | Repeat max number of units in same term: | | | Instruction Mode:  In person\*  Online  Blended\*  \*Where offered?  FLGMTN  Other | Instruction Mode:  In person\*  Online  Blended\*  \*Where offered?  FLGMTN  Other | | | Incomplete option:  incomplete (I)  in progress (IP) | Incomplete option:  incomplete (I)  in progress (IP) | | | Experiential Learning Component:  Yes  No | Experiential Learning Component:  Yes  No | | | Terms Offered:  Fall  Winter  Spring  Summer  Other | Terms Offered:  Fall  Winter  Spring  Summer  Other | | | | Complete the CURRENT and PROPOSED fields **ONLY for the criteria that are changing**; otherwise, leave blank. |
| 12. Will you be requesting a new or changing the current course fee? Yes  No  If yes, please refer to: [*http://nau.edu/Registrar/Faculty-Resources/Course-Fees/*](http://nau.edu/Registrar/Faculty-Resources/Course-Fees/) | | 12. Select the appropriate check box if requesting a new or changing course fee. If YES, see ([*http://nau.edu/Registrar/Faculty-Resources/Course-Fees/*](http://nau.edu/Registrar/Faculty-Resources/Course-Fees/)) for additional information. |
| 13. Current Liberal Studies Designation Proposed Liberal Studies Designation   |  |  | | --- | --- | | Distribution Block: | Distribution Block: (list 1) | | Essential Skill: | Essential Skill: (list 1\*) | | *Write “None” if seeking LS designation for*  *first time.* | *\*List* ***two*** *skills for capstone designation.* | | | **Answer 13 for Undergraduate Courses only:**  If applicable to this course, enter the current Liberal Studies Distribution Block and Essential Skill(s) on the left-side. If this course change proposal includes a request to change the current Liberal Studies Distribution Block and Essential Skill(s), then enter the proposed change on the right-side. |
| 14. Do you want to propose the course for Diversity designation, change the Diversity  designation, or remove the Diversity designation? Yes  No | | **Answer 14 for Undergraduate Courses only:**  Select the appropriate check box if this course proposal includes a request for a new Diversity Designation, or a change to the current Diversity Designation. |
| 15. Is this course listed in the[*Course Equivalency Guide*](https://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/ByInst?inst=NAU)?                              Yes  No | | **Answer 15 for Undergraduate Courses only:**  Select the appropriate check box if this course is included in the Course Equivalency Guide (see [*Course Equivalency Guide*](https://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/ByInst?inst=NAU)). The Course Equivalency Guide (CEG) displays how courses transfer to NAU from an Arizona Community College. |