Casper College Curriculum Proposal/Change Form

(revised 11/15/10)

Faculty Member Submitting Proposal: _____ Date: _____

School: _____ Department: _____

1. Purpose of proposal (check all that apply):

- ☐ Create a new course *(submit Educational Resources form to Dean of Educational Resources)*
  Proposed course-offering frequency: _____
  Has this course been offered before? ☐ Yes ☐ No If yes, when? _____
  Proposed course prefix, number, title: _____
  ☐ I would like this course to satisfy a general education requirement at Casper College.

  Courses will be automatically submitted to WCCC for inclusion in the Vocational/Technical Guide and/or UW for inclusion in the State Course Catalog.
  ☐ Submit to UW for transfer to the following department _____
  ☐ Submit to UW for equivalency to (UW course number/title) _____

  ☐ I plan to submit this course for University Studies (Gen Ed) approval at UW (additional form required)
  Copies of UW departmental transfer/equivalency request actions will be sent to the deans upon receipt. USP forms are available from the Academic Affairs office.

- ☐ Delete an existing course
  List course prefix, number, title: _____

- ☐ Modify an existing course Check: ☐ Credits ☐ Course Title ☐ Course Prefix/Number ☐ Prerequisites ☐ Course Description

  List course to be modified: _____

- ☐ Notification of special topics course
  Has this course been offered before? ☐ Yes ☐ No If yes, when? _____
  A course may only be offered once under a topics number and must be submitted as a new course prior to offering it a second time.

- ☐ Modify a degree or certificate ☐ Delete a degree or certificate
  Title of degree or certificate: _____

- ☐ Create a new degree program or certificate *(submit Educational Resources form to Dean of Educational Resources)*
  Title of degree program or certificate: _____

2. Justification and statement describing changes/additions. (Required for ALL submissions)

3. Attach a copy of existing and proposed course syllabi, degree program, or certificate. Attach the Educational Resources form if creating a new course, degree program or certificate. (New and modified syllabi must use the current Casper College syllabus template. Degree programs should follow the format used in the Casper College catalog.) It is important for the faculty member submitting the Casper College Curriculum Proposal/Change form to be in communication with representatives of all areas of resources that may be affected by curriculum changes. The areas of coordination include, but are not limited to ***library holdings, personnel, classroom facilities, equipment and tools, computer hardware, computer software, audio and visual equipment.***

4. Faculty should notify their Department Head/Program Director and Dean of their intentions, then submit this form and appropriate supporting documents to the Dean of Educational Resources to initiate the process of approval as outlined below. In most cases, the Curriculum Committee must receive the proposal by the end of fall semester for the changes to be made in the next Casper College catalog. The Curriculum Committee meets the 1st and 3rd Wednesdays of the month at 4:00 pm in PS 111. All are welcome to attend.

	Signature	Date	Pass Yes	Pass (or) No
A. Dept. Head/Prog. Director				
B. Dean of School				
C. Dean of Educational Resources				
D. Curriculum Committee Chair				
E. Senate Chair				
F. Deans' Council				