Casper College Curriculum Proposal/Change Form (revised 2/5/13)

Faculty Name Submitting Proposal: _____   Date: _____

School: _____   Department: _____

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

   - ☐ New/Added course
     Proposed course number: _____
     Has this course been offered before? ☐ Yes ☐ No   (If yes, when?) _____
     Proposed course name/title: _____

     ☐ Vocational/technical course to be reviewed/approved yearly by the Advisory Committee
     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 WCCC as a vocational/technical course number
     ☐ Submit to WCCC as a guaranteed/WYCC course number (if applicable)

     ☐ Transfer course to UW, major transfer (USP) and/or general transfer, WY transfer equivalency number
     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.

   - ☐ Deactivate a course
     Existing course name/title: _____

   - ☐ Modify a course   Check: ☐ Number ☐ Course title ☐ Course prerequisite/corequisite
                                  ☐ Prerequisites ☐ Course description
     Existing course to be modified: _____

   - ☐ New/Experimental/Selected 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   ☐ Deactivate a degree or certificate
     Title of degree or certificate: _____

   - ☐ New/Added degree program or certificate
     Title of degree program or certificate: _____

2. **Briefly describe any <u>new resources</u> needed for this change (Enter N/A if none).**

3. **Justification and statement describing changes/additions. (Required for ALL submission)**

4. **Attach a copy of existing and proposed course syllabi, 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.)** Copies of proposal are to be provided to the department and/or college proposal and the appropriate committee(s) and the appropriate committee(s) for review. If modifying a syllabus or course, the appropriate committee(s) must be notified. When applicable, please include information on *library holdings, personnel, classroom facilities, equipment and tools, computer hardware, computer software, audio and visual equipment.*

5. **Faculty should notify their Department Head/Program Director and Dean of their intentions, then submit this form and appropriate supporting documents to initiate the process of approval as outlined below.** In most cases, the Curriculum Committee must receive the proposal by February 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. All are welcome to attend.

	Signature	Date	Yes / No
A. Department Head/Program Director	_____	_____	_____
B. Dean of School	_____	_____	_____
C. Dean of Education Services	_____	_____	_____
D. Curriculum Committee Chair	_____	_____	_____
E. Senate Chair	_____	_____	_____
F. Dean of Council	_____	_____	_____