APPLICATION FOR APPROVAL OF A NEW COURSE, COURSE CHANGE, COURSE ALTERATION, AND COURSE DROP
WVU Catalog Update Form

MARK
(X) Course Add (All information must be provided for course to be added)

Course Change (Major changes (greater than 20% change in course content), These may include credit hour changes of more than one, change in course number that alters course classification or level, changes that affect or involve other academic units.) Must have: Subject Code, Course Number, Term and Changes. NOTE: All Course number change requests MUST be accompanied by a form dropping the old Course number

Course Alteration (Minor changes (less than 20% change in course content), These may include credit hour changes of one max, change in course number that does not alter course classification/level, pre-req's or restrictions, semester offered, MINOR modifications in title or description, Major codes) Must have: Subject Code, Course Number, Term, Changes, and Curriculum-based Rationale) NOTE: All Course number change requests MUST be accompanied by a form dropping the old Course number

Course Drop (Inactivate a Current Course. Must have: Subject Code, Course Number, Term and Curriculum-based Rationale)

Subject Code:  Effective Term:
Spring..........XXXX01  XXXX = year
Summer I....XXXX05
Summer II...XXXX07 ie:  200408 = Fall 2004 Term

Course Number:  Fall............XXXX08

Course Title: (30 Characters Maximum (including spaces))

College Code:   Division Code:   CIP Code:   

Fixed Credit Hours:   OR Variable Credit Hours Low:  To High

For changes or alterations only
Grade Mode:   
New course credit hours   (for Grad School: S/U is equivalent to the Undergraduate Old course credit hours P/F. S/U grading is included in the Normal Grading mode.)

Prerequisite Courses:   

Restriction codes:   

College   
Major   
Class   
Level   

Catalog Description (Includes title, credit hours, pre- and co-requisites plus catalog text. Catalog text is limited to 35 words. Term indicators are not required.)

OLD  (For Changes OR Alterations, include BOTH entire old and entire new catalog entry)

NEW

Please Enter the number of words in the text box above: 

Curriculum Based Rationale for action requested (how this course fits program needs in major, minor, etc.):

Expected learning outcomes (for new courses and course changes):

THE FOLLOWING INFORMATION MUST BE SUPPLIED FOR ALL COURSE ADDS, CHANGES AND ALTERATIONS. Does the proposed course or program require acquisition of new resources such as books, equipment or other appropriate resources to achieve the objective(s) of the course or program? (If yes, indicate source of funding.)

Source of funding: 

Does the proposed course or course change have prerequisites taught by another academic unit? (If so, include a memorandum of agreement from the units involved)

Does the proposed course or course increase the number of hours required for students to graduate? (If so explain why such an increase is necessary and why it is not possible to reduce hours in another part of the program requirements.)


### College/School Sign-off

**Contact person for this Course**  
Date: _______________  
Phone: _______________

**Name** (Please type or print legible): ______________________________________________________

PO Box ____________  
Email: ______________________________________________________

Signature: ________________________________________________________________________

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Email: ______________________________________________________ |

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Approved by Faculty Senate  
Date: ________________________________

Signature:  
Curriculum Committee Chair

**ARC Only**

Date Received: _____________________  
Date Entered: _____________________

Submit:

**New Courses and Course Changes:** Original and 15 copies (include syllabus)

**Alterations and Drops:** Original and 2 copies (no syllabus needed)

**To:**

Faculty Senate Office, P.O. Box 6621.