

PLEASE NOTE:

This form is for modification of a course only. Use the Course Add or Drop Approval form for adding or deleting a course.

Instructions for Course Modification Approval Form

(Use Yellow paper for Form)

Use one form per course. Do not enter two or more courses on one form.

Department Offering Course: Enter full name of your department.

Initiator of Form: Enter the name of the person who initiated the form, office location and phone extension. This is important, in case there are any questions about the form.

Current Course Full Title: Give the exact title that is used in the bulletin(s).

Current Course Short Title: Give the exact 30-digit short title that is currently on the Checkmarq system.

Subject Code & Course Number: Use the four-position alphabetic name format and the NEW four position numeric course number format--no more, no fewer (e.g. ENGL 1001)

Course Numbers (as of Fall 2009): Undergraduate: 1000 to 4000; Master's: 5000 & 6000; Professional: 7000; Ph.D.: 8000. Refer to the Marquette Course Numbering Policy for further details.

Rationale: Describe the modification for which you are seeking approval. Give the rationale for making the modification.

For the next five items indicate Yes or No for both the current and modified course:

Undergraduate Course for Graduate Credit: If the course is in the 4000-series but may be taken for graduate credit, check "Yes"; otherwise, check "No". NOTE THAT THE VICE PROVOST FOR RESEARCH AND DEAN OF THE GRADUATE SCHOOL MUST BE CONSULTED before a 4000-series course can be approved for graduate credit. For undergraduate courses to be available for graduate credit, a succinct statement describing the extra work required of students taking the course for graduate credit must be included in the description of the course.

Variable Title Course: If the course will always be offered under the same title, check, "No". If the course is an "umbrella" under which courses with differing titles will be offered in various terms, check "Yes". Please note that variable title courses (those with special topics which might change from term to term) DO NOT need to be approved individually. Such topics are not considered to be changes in the approved course itself. It will be necessary, however, to supply specific titles to the Office of the Registrar whenever the course is offered so that it may be included in the *Schedule of Classes*.

Grading Only S/U: If the only grades that may be assigned in this course are S or U, check "Yes". If regular letter grades will be used, check "No".

Honors Course: If the course is limited to the Honors Program check “Yes”.
If not, check “No”.

Senior Experience (Arts & Sciences): If the course is a Senior Experience, check “Yes”.
If not, check “No”.

For the following items, check all that apply and indicate the change(s) where applicable:

New Course Full Title: Give the exact title that will be or is currently used in the various university bulletins. All courses must have a distinct title. For example, if two courses are called “Growth of America” then one must be titled “Growth of America 1” and the other “Growth of America 2”. Please note that Arabic, not Roman, numbers are to be used. Note also that for every “1”, there must be at least a “2”; for every “2”, there must be at least a “1”; for every “3” there must be both a “2” and a “1”, etc.

New Course Short Title (30-digits): Select the most important words from the course full title and enter them in an abbreviated format. This course short title is what will appear on a student’s official academic transcript. The course short title may be only 30-digits long and in counting the digits, include all letters in each word or abbreviation, all spaces and any punctuation.

Bulletin Description: Give the exact description that is to be used in the university bulletin(s).

Prerequisites: If applicable, check the appropriate box for additional or replacement prerequisites and specify additional or replacement prerequisites.

Interdisciplinary: If applicable, check box for Interdisciplinary designation to be ADDED (list the major(s)/minor(s) that apply) or check box for Interdisciplinary designation to be DROPPED.

UCCS Course: If applicable, check box for UCCS designation to be ADDED (List knowledge area(s) that apply) or check box for UCCS designation to be DROPPED.

MBA Core Electives: If applicable, check box for MBA Core Electives designation to be ADDED (list the elective category that applies) or check box for UCCS designation to be DROPPED.

Other Colleges/Schools/Departments that use this course: List all that use this course in its curriculum.

Note Any Special Fees: Enter here the amount of the laboratory or other fees, if any. If changes in fees are indicated, include two copies of the fee request forms. Forms are available from the Office of Finance and must be processed prior to February 1 for the following fall.

Required Signatures and Routing: Chairperson of the request to:

-- Dean of College/School

-- University Core of Common Studies Chair: if modification involves a UCCS course

- Registrar: for a review of mechanics
- Vice Provost for Research and Dean of the Graduate School: needed only if an undergraduate Course offered for graduate credit is being modified
- Registrar: for recording (Registrar will send completed form to the Initiator of the form for duplication and distribution as described below)

Distribution List: Original: originating department; Copies: College/School Office, Vice Provost for Research and Dean of the Graduate School (as applicable), Other Colleges/Schools/Departments (if use the course); Bursar and Office of Finance (only if a fee is involved).

Revised March 6, 2008

Revised: 1/27/2006