

## CourseLeaf: Course Modification Proposal

This form may be used as a template to gather all of the required information needed to propose a modification to an existing course. All curriculum/course proposals must follow the Provost guidelines **and then be entered and approved via the CourseLeaf online approval process.**

Provost Guidelines: <http://www.marquette.edu/provost/additional-resources.shtml> (See: Academic Division Guidelines)

URL for CourseLeaf: <https://nextbulletin.marquette.edu/programadmin/>

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Following is the information required in CourseLeaf to use as your guide during the initial research and development stages of the process.

**Rationale for this proposal:**

**Academic Level:** Undergraduate, Graduate, Law, Dental, Health Sciences Professional

**College/School**

**Department**

**Subject Code (e.g., ENGL)**

**Course Number (e.g., 1001)**

**Start Term:** *will auto fill in as fall 2012 and cannot be changed.*

**Full Course Title**

**Bulletin Description**

*Enter the modified information you are proposing as you would like to see it in the bulletin. Descriptions should be written in active tense. Do not begin any sentence with 'This course'.*

**Prerequisites(s)**

**Special Fees (lab fees, material fees, etc.)**

**Credits**

Minimum Credit Hours: \_\_\_\_\_

Maximum Credit Hours: \_\_\_\_\_  
(leave blank, if not a variable credit course)

**Can this course be repeated? If yes, how many times?** Unlimited, 1, 2, 3, 4, 5, 6

*Repeat choice must follow your college 'Repeat Policy', which is based on federal regulations*

**Grading Basis:** Graded, S/U

**Components:** Lecture; Lecture/Lab; Lecture/Discussion; Lecture/Lab/Discussion; Lecture/Quiz,  
Other: \_\_\_\_\_

**Attributes**

Honors Course; Online Course; International Content Course; Meets Education Fine Arts  
Requirements; Interdisciplinary Course (which one? \_\_\_\_\_); MBA Core Elective; Off-  
Campus: Co-Op; Study Abroad; Other