



Course Modification Proposal: CourseLeaf

Purpose: used as a template to facilitate discussion in the college(s)/school(s)/department(s) for a proposal to modify a current course. All course modifications must follow the [Provost guidelines](#) and then be entered and approved in the [CourseLeaf](#) online approval process.

Instructions:

1. Complete Sections 1 of this form using a computer.
2. Print the form using the 'Print Form' button.
3. Route, as needed.

Section 1: Course Information

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

Rationale for modifying this course

Syllabus (a syllabus must be submitted in CourseLeaf for all new courses)

Academic Level Undergraduate Graduate Law Dental Health Sciences Professional

College/School _____ Department _____

Subject Code (e.g. ENGL) _____ Course Number _____ Start Term/Year (e.g. fall XXXX) _____

4000/5000 Course 4000/7000 Course

Full Course Title
do not use abbreviations

Short Course Title
20 character max

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', as this phrase is understood by the reader. Registrar will review and edit, as needed.

Prerequisites _____

Slash list prerequisites _____

Special Fees
lab fees, material fees, etc. _____

Minimum Credit Hours _____ Maximum Credit Hours (leave blank, if not a variable credit course) _____ Grading Basis (Graded; S/U) _____

How many times can this course be repeated? must follow the University policy for your college/school _____ this course can be offered multiple times in a term

Course Components (check one box)
 Lecture Lecture/Lab Lecture/Discussion Lecture/Lab/Discussion Lecture/Quiz Other _____

Attributes (check all that apply)
 Honors Course Online Course International Content Course
 Interdisciplinary Course _____ (which one) Off-Campus Location _____ (location)

UCCS _____ (which one) MCC _____ (location)