FORM A

CURRICULUM REPORT FORMAT

ALL RECOMMENDED COURSE NUMBER ADDITIONS OR CHANGES (INCLUDING PREFIX CHANGES) MUST BE VERIFIED WITH THE REGISTRAR'S OFFICE PRIOR TO SUBMISSION TO THE OFFICE OF ACADEMIC AFFAIRS.

I.   **College Submitting Report**

II. **Department Making Recommendations**

Program area within department in which changes are being made. (Separate all changes for each prefix, i.e., all changes affecting PEG should be shown together, all changes affecting RNB should be shown together, etc.)

III. **Body of Report**

A.   **Courses to be Added**

List prefix, number, and complete course title for proposed new course. **Attach to the summary sheet a Form B, Request for Addition of New Course, for each new course requested.**
Example:
PEG 379   Problems in Universities

Justification for adding course.

B.   **Courses to be Deleted**

List prefix, course number, complete course title as shown on the approved course inventory, and justification for deletion of the course.
Example:
PEG 379   Problems in Universities

Justification for deleting course.

C.   **Change in Course Title**

l.   List prefix, course number, and complete course title as shown on the approved course inventory.
2.   Include recommended course title change.
3.   Include justification as to why the title should be changed.
Example:
PEG 379   Problems in Universities   TO   Problems in Education

Justification for changing course title.

D.   Change in Course Number

1.   List prefix, course number, and complete course title as shown on approved course inventory.
2.   Include prefix and recommended course number change.
3.   Include justification as to why change should be made.
Example:
PEG 379   TO PEG   430 Problems in Universities

        Justification for changing course number.

E.   Change in Course Title and Course Number

1.   List prefix, course number, and complete course title as shown on the approved course inventory.
2.   Include prefix, recommended course number, and course title.
3.   Include justification as to why the changes should be made.
Example:
PEG 379   Problems in Universities
        TO
PEG 430   Problems in Education

        Justification for changing course title and course number.

F.   Change in Course Prefix

1.   List prefix, course number, and complete course title as shown on the approved course inventory.
2.   Include recommended prefix and course number.
3.   Include justification for making the change.
Example:
PEG 379   TO RNB   379 Problems in Universities

        Justification for changing course prefix.

G.   Change in Course Title, Course Number, and Course Prefix

1.   List prefix, course number, and complete course title as shown on the approved course inventory.
2.   Include recommended prefix, course number, and complete course title.
3.   Include justification for the changes.
Example:
PEG 379   Problems in Universities
        TO
RNB 430   Problems in Education

        Justification for changing course title, course number, and course prefix.