FORT HAYS STATE UNIVERSITY

Significant Course Changes

INSTRUCTIONS

This form is for submitting a **significant course change**.

1. Once complete, please route this form and any supporting documentation to the relevant department chair(s) and/or dean(s) for approval.
2. Next, submit the form with any supporting documentation and verification of approval (ex: email approval from chair/dean) to: **curriculum@fhsu.edu**.

Please submit a *New Course Proposal* if either of the following is the reason for the course change:

1. Conversion of a variable title course to a permanent course.
2. Changing an UG course to a 600/600G or above.

* Indicates required question

1.   Author Email*

2.   Additional Contact Email, if applicable

3.   Department/Unit*

Preparing the Revised Course Syllabus

Please highlight the proposed changes in the **revised** course syllabus and include a copy of the **old** course syllabus in your attachments. A change in course number or course credit must include requested changes to CLOs and provide evidence to support the change.

If this request is to **align an existing course to General Education**, be sure to include the following in the revised syllabus or as an additional document when asked:

1.   Which GenEd outcomes set is aligned and clearly noted in the CLOs.
2.   An appropriate assessment rubric is provided to assess the GenEd outcomes.
3.   Which assignment will be used to assess each GenEd is clearly indicated in the assessment rubric.

4.   Current Course /Title*

5.   Current Course Number*

6.   What type of change is requested?*
      Mark all that apply:

      Check all that apply.

              Significant Title Change

              Course Number Change to a different level (CLO changes should accompany this)

              Change in Course Learning Outcomes

              Significant change in Course Description

              Aligning a Course to General Education

              Increase in Credit Hours (CLO changes should accompany this)

              Retiring a Course

              Other

7.   Describe all changes requested.*

8.   Note the reason for the change(s).*

You will receive a confirmation email via the email you entered.