



COASTAL CAROLINA
UNIVERSITY
Office of the Provost

REQUEST FOR CHANGE IN A COURSE GRADUATE LEVEL

All sections below must be completed.

Submitted by the Department of _____ in the College of _____

Current course title _____

Current course number _____ Current credit _____

Current prerequisite(s) _____

Current co-requisite(s) _____

Proposed change in *(check all that apply)*:

- Course number
- Catalog description
- Credit
- Prerequisite
- Co-requisite
- Other *(Specify)* _____

Rationale for proposed change(s) _____

List any additional equipment, space or funds needed to initiate the proposed change(s) (or indicate "none" if appropriate.)

Are library materials adequate to support this change? _____ If not, indicate materials needed _____

Library signature _____ Date _____

- **Proper authorization signatures must be obtained before this form can be submitted to the Graduate Council. (See back of page.)**
- **Requestor must send eleven (11) copies of this request and of the complete course syllabus, to include specific student learning objectives with proposed course change(s) noted, to the chair of the Graduate Council no later than one week prior to the Council meeting.**

Authorized signatures

► **Reviewed by submitting department(s)**

Date approved

Signature of department chair

► **Reviewed by related department(s)** (A review by a related department(s) is expected if the proposed change represents a cross-listed course, a course or similar course already offered in another department, or a program change that could impact a course, e.g., enrollment, student readiness, offered in another department.)

FIRST DEPARTMENT

Date reviewed

Signature of department chair

Comment: _____

SECOND DEPARTMENT (*if applicable*)

Date reviewed

Signature of department chair

Comment: _____

► **This course has been approved by a majority of the faculty in the College of** _____

Date approved

Signature of dean

► **This course has been approved by the Graduate Council.**

Date approved

Signature of chair, Graduate Council

► **This course has been approved by the Provost.**

Date approved

Signature of Provost