



Request for Curriculum Changes

Educational Policies Committee

General Education Committee

Academic Affairs staff will enter <i>Reference Info</i> to support tracking and review process.		
EPC #:	Reference Info:	Date Received:
Gen Ed #:	Reference Info:	Date Received:

Department/Program			
Contact Person		Date Submitted	
Effective Term/Year:			
<i>The effective term may be delayed to a later term if the proposal is approved by the Educational Policies Committee (EPC) after registration has begun for the academic year in which the change is proposed.</i>			

1. Type of Request	
<input type="checkbox"/>	Change to an existing course (Complete all sections.)
<input type="checkbox"/>	Delete Course or Cross-listing of Course (Complete sections 1, 2, 4a-c, 5.)
<input type="checkbox"/>	New Course (Complete all sections except Existing Information in section 4.)
<input type="checkbox"/>	New Special Topic (Complete all sections.)
<input type="checkbox"/>	Special Topic to Full Course (Complete all sections.)
<input type="checkbox"/>	Program Change (Complete Request for Program Changes form.)

2. Signatures					
<i>(Required for each department, program, or committee impacted by or reviewing the change.)</i>					
Proposal Recommendation					
Proposal Prepared By:	Date:				
Department Chair or Program Coordinator: <i>Include signatures for all departments and programs affected by the change.</i>	Date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Writing Across the Curriculum Coordinator:	Date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
IS 201/DAC Coordinator:	Date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Global Multicultural/Study Abroad Coordinator:	Date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
General Education Committee Chairperson:	Date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Approval					
EPC Chair:	Date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Dean of Faculty:	Date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
EPC recommends this request be reviewed by Faculty Council for resource implications.					
Faculty Council Chair:	Date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

8/2/2017

3. Type of Curriculum Change to an Existing Course (Check all that apply.)			
Course Number		Course Title	Course Description
Course Credit		Lecture Hours	Laboratory Hours
Course Prerequisites		Course Co-requisites	Enrollment Cap
Repeatability		Grading Option	Cross-listed Course
Terms Offered		Wartburg Plan	Program Status
Other:			

4. Academic Catalog and Jenzabar Information			
Complete all sections under Existing Information column. Existing Information should match the <i>Course Data</i> from <i>Course Search</i> on My Wartburg and the current online academic catalog.			
		Existing Information	Proposed Change
4a	Department		
4b	Course prefix/number (If change to cross-listing of course, see 3f.)		
4c	Catalog course title (max 35 characters)		
4d	Abbreviated title (max 15 characters)		
4e	Course description (max 35 words)	(Should match <i>Course Description</i> from <i>Course Search</i> on My Wartburg.)	
4f	Cross-listed Course If course is cross-listed, identify the course prefix/number below. If adding cross-listing to new or existing course, include signatures for both departments in <i>Signatures</i> section. If deleting cross-listing,	Yes	No
		Yes	No
4g	Course Credit		
4h	Repeatability If cumulative degree credit can be earned, identify the maximum degree credit in the <i>Yes</i> section.	Yes	No
		Yes	No
4i	Course prerequisites		
4j	Course co-requisites		
4k	Terms Offered		
4l	Enrollment Cap		
4m	Grading Option*	A-F	P/D/F
4n	Wartburg Plan Identify below which part of Plan. Select NONE if course will not meet a Plan requirement. Attach appropriate forms to support the request which will be reviewed by the Gen Ed Committee and then EPC.	Existing Information	
		Proposed Change	
		No Change	
		Diversity Across the Curriculum	Diversity Across the Curriculum
		Math Reasoning	Math Reasoning
		Scientific Reasoning	Scientific Reasoning
		Faith and Reflection	Faith and Reflection
		Interconnected: Natural Science	Interconnected: Natural Science
		Interconnected: Humanities/Fine Arts	Interconnected: Humanities/Fine Arts
		Interconnected: Social Science	Interconnected: Social Science
		Writing Across the Curriculum	Writing Across the Curriculum
NONE	NONE		

4o	Cultural Immersion			
	Must meet Diversity requirement and travel abroad in Fall, Winter, or May Term.			
	Existing Information		Proposed Change	
	Yes	No	Yes	No

4p	Program Status			
	(Identify all requirements within programs and departments affected by this change. The Registrar's Office can provide a report to identify programs and departments that will be affected by the change. Proposers need to contact the affected departments and program coordinators.)			
	Existing Information		Proposed Change	
		Major requirement		Major requirement
		Minor requirement		Minor requirement
		Endorsement requirement		Endorsement requirement
		Concentration requirement		Concentration requirement
		Major elective		Major elective
		Minor elective		Minor elective
		Endorsement elective		Endorsement elective
		Concentration elective		Concentration elective
	General elective		General elective	
	Other notes		Other notes	

4q	Instructional Method and Clock Hour Distribution			
	Refer to Wartburg Credit Hour Policy for guidance. Enter Clock Hours for relevant Instructional Method/s.			
	Existing Course		Proposed Course	
		Lecture/Traditional Face-to-Face		Lecture
		Lab/studio		Lab/studio
		Field work		Field work
		Online or Hybrid		Online
		Practicum/Field Exp/Internship		Practicum/Field Exp/Internship
		Other		Other

5. Narrative Guidelines

(Explain briefly and clearly the proposed improvement. Attach current catalog program data and the proposed catalog changes.)

Rationale. The rationale should be understandable to someone outside your department and address all proposed changes including enrollment cap. Need not be lengthy.

Effects on other departments. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the change you propose is not a duplication of an existing course. Address the effects to pre-requisites in your and other departments, determining the possible effects, and secure support for the course changes or new course.

Effects on your department's programs. Demonstrate how the proposed change or new course supports other offerings within your department.

Effects on enrolled students. Consider how the terms and rotation of the course interact with student schedules, required course sequencing, and graduation requirements.

Effects on resources. Identify courses that may be offered less often due to the change. If another course is being deleted due to this change, a separate Request for Course Changes must be submitted.

Effects on SLOs. New courses: List the SLOs the department will use for future assessments of the course. Consult the appropriate department chair to ensure that the SLOs for the course fit into the SLOs for the department's majors/minors. If the course will fulfill a Wartburg Plan requirement, explain how the SLOs are integrated with the SLOs for Essential Education.

Relationship to assessment. Describe how this curriculum change is in response to assessment outcomes within the department. Describe how assessment led to this change. If this proposal was not prompted by assessment, please state that in this section.

Student or external market demand. If this change is to a previously offered Special Topic which is proposed as a new course, provide enrollment numbers to indicate demand for the course. If a particular group of students is expected to take this course, describe that group and the number of students in that group.

6. Attachments

Syllabus (Required for all new course proposals and should include the following.)	
<ul style="list-style-type: none">• Course title/prefix/number• Prerequisites/co-requisites• Course objectives (<i>optional</i>)• Student learning outcomes (<i>SLOs</i>)• Outline of course content (<i>major content topic w/main subdivisions</i>)• Course Requirements (<i>exams, assignments, papers, etc.</i>)• Required texts and/or required reading list• Method of evaluation (<i>letter graded or P/D/F, and calculation of final grade</i>)	
List of library holdings (Support for new course proposals.)	
Program page from current catalog identifying how curriculum change will be reflected in the program in the new catalog. (Required for all curriculum changes.)	
Appropriate forms to support changes for course to meet Essential Ed requirements.	