

Request for Undergraduate Course Change

1. Prepare **one** paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

College: COLA Department/Division: Geography Current Alpha Designator/Number: GEO403
 Contact Person: Joshua Hagen Phone: 696-2505

CURRENT COURSE DATA:

Course Title (Current Title within Banner): <u>Geography of Asia</u>	
Alpha Designator/Number: <u>GEO403</u>	Credit Hours: <u>3</u>
Term for which changes will be effective (Fill in with appropriate calendar year.):	
Fall <u>2013</u> Spring _____ Summer _____ Other _____	

CHECKLIST/QUESTIONS:

1. Complete this **three** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator (see accompanying note to the section on the next page), course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*): _____

5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.
6. If library resources are deemed inadequate, include in the rationale a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: _____	Date: _____
Registrar: _____	Date: _____
College Dean: _____	Date: _____
College Curriculum Chair: _____	Date: _____
General Education Council Chair *: _____	Date: _____
University Curriculum Committee Chair: _____	Date: _____
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science _____	Date: _____

* - Signature necessary only if course is to be Core Curriculum Course

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Additional Information Required for Undergraduate Course Change

College: COLA Department/Division: Geography Current Alpha Designator/Number: GEO403

Change in COURSE TITLE: Yes No **NOTE:** If changing to Critical Thinking, you MUST reserve (CT) at the end of new title

From: _____

To: _____ (Limited to 30 characters and spaces.)

Change in ALPHA DESIGNATOR: Yes No

From: _____ To: _____

Change in COURSE NUMBER: Yes No

From: _____ To: _____

Change in GRADING MODE (Graded or Credit/No Credit): Yes No

From: _____ To: _____

Change in CREDIT HOURS: Yes No

(A change in credit hours requires documentation that specifies the work requirements have been adjusted accordingly.)

From: _____ To: _____

Addition of GENERAL EDUCATION ATTRIBUTES: Yes No

From: _____ To (check all that apply): CT INTL MC Core II (Core II type: _____)

Note: Applications for Gen Ed attributes must be attached. <http://www.marshall.edu/wpmu/gened/core-ii-courses-info/>

Change in CATALOG DESCRIPTION: Yes No

(Limit of 30 words. If change is substantial, document in the rationale. If change is minor, simply show the change below.)

From:

Special attention given activities and environment in representative continental countries and nearby islands.

To:

An examination of the geography of Asia focusing on contemporary issues, including climate, culture, economics, environmental change, everyday life, international relations, landforms, language, politics, population, religion, and urbanization.

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Define the rationale for EACH type of change here. NOTE: If major change in content, please consider creating a new course.

This is a general update to ensure continued accuracy and clarity of the course description.