

**Note: If you are proposing multiple course modifications/deletions, especially in relation to a curriculum proposal, you can provide a separate comprehensive document with all curriculum and course changes vs. completing this form. The proposal should include the information noted on this form.**

The following documents must be submitted along with this proposal:

- A. A syllabus following the guidelines outlined in the Handbook, Sec. 3.9.3.
- B. APC proposal notification form with appropriate signatures.

College/School/Dept:	Click here to select your college/school/center Click here to select your department	Date:	Click here to enter a date.
Name/Title of person submitting proposal:	Click here to enter text.		

Nature of change: (select all that apply)

<input type="checkbox"/> Delete a course	<input type="checkbox"/> Modify course credit hrs.	<input type="checkbox"/> Modify/add cross-listing
<input type="checkbox"/> Modify course title	<input type="checkbox"/> Modify course number	<input type="checkbox"/> Other:
<input type="checkbox"/> Modify course requisites	<input type="checkbox"/> Modify course rotation	Click here to enter text.

Dept. Prefix	Click here to enter text.	Course number:	Click here to enter text.
Course title:	Click here to enter text.	Credit Hours:	Click here to enter text.
Variable credit:	Select Y/N	If yes, credit range:	Click here to enter text.
Cross-listing info:	Click here to enter text.		
Pre-req/Co-Req info:	Click here to enter text.		
Rotation term:	<input type="checkbox"/> Every Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Rotation year:	<input type="checkbox"/> Every Semester <input type="checkbox"/> ODD <input type="checkbox"/> EVEN
Program(s) affected:	Click here to enter text.		

*If changing course number, the course number must be approved by Registrar. Email Hanna Varys at [hvarys@marian.edu](mailto:hvarys@marian.edu) to confirm availability of course number, if not already done.*

Complete course description: *limit descriptions to 5 or fewer sentences. Should be copy/paste ready for catalog!*

*Example - FROM: ART 375 Documentary Photography 3 credits*

*Prerequisite: 255. In this hands-on class students will be given the choice between working in film or digital formats. Students will then conceive their own documentary story framing it in terms of 'narrative' form and taking it through all stages of editing in readying it for their final portfolio. Six hours of contact time per week. (2FE)*

*Example - TO: ART 375 Documentary Photography 3 credits*

*Prerequisite: 255 or faculty permission. Students will study images created by photographers for government, news, magazine, and other media outlets from 1930 to present day. Students will research documentary ideas and create visual narratives in both long essay and short story form for print or web based publications. Digital single lens reflex camera with interchangeable lenses required. Six hours of contact time per week. (2FE)*

Click here to enter text.

Enrollment projection, faculty, resources, space, equipment needs:

Click here to enter text.

Rationale: *no more than 3 paragraphs*

Click here to enter text.

How will this change impact current students? For example, If course is deleted from a program, what course is now required or will the requirement be waived? Describe how the Registrar should apply the change to current students:

[Click here to enter text.](#)

If program(s) are affected current program description from current catalog:

*Example - FROM: Major for Bachelor of Arts Degree (B.A.) in Psychology: A minimum of 35 credits including PSY 101, 205, 250, 300, 305, 325, 335, 345, 350, and 490; two credits of 360, 497, 498, or 499; and one additional elective. Psychology majors must receive a grade of "C" or higher in all psychology classes that fulfill department requirements.*

Click here to enter text.

If program(s) are affected new program description for next catalog:

*Example - TO: Major for Bachelor of Arts Degree (B.A.) in Psychology: A minimum of 35 credits including PSY 101, 205, 250, 300, 305, 325, 335, 345, 350, and 490; two credits of 360, 497, 498, or 499; and one additional elective. If PSY 205 (or an equivalent course) did not include SPSS, then PSY 215 is required. Psychology majors must receive a grade of "C" or higher in all psychology classes that fulfill department requirements.*

Click here to enter text.

APC Committee Use Only	Date	Notes/Rationale:
Proposal received on:		Click here to enter text.
Proposal reviewed on:		Click here to enter text.
Proposal returned for more information on:		Click here to enter text.
Proposal approved on:		Click here to enter text.
Proposal denied on:		Click here to enter text.