



# College Curriculum and Assessment Committee (CCAC)

## Course Addition/Modification Request

This form should be filled out to modify, add, and/or delete courses listed in the AUK Catalog or Banner. Incomplete forms will be returned to Department Chairs.

RO Use Only:  
Processed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please read the Academic Catalog Review Process carefully before submitting your request.**

### 1. Requested change:

Add New Course (Section 2)

Delete Course (Section 3)

Delete and Replace Course (Sections 3 and 7)

### Modify Course (Sections 4 and 5):

Change of Title of Course

Change of Course Description

Increase or Decrease Course Credit

Change Pre- or Co-Requisites, Cross-Listings, or Restrictions

### 2. Add New Course

#### New Course

Subject

Course Number

Course Title:

CIP Code:

Number of Credit Hours:

Type:

Course  
Description:

Cross-Listings:

Pre-  
Requisites:

Co-  
Requisites:

Restrictions:

### 3. Delete Course

#### Current Course

*\*As listed in the Catalog/Banner\**

Subject

Course Number

Course Title:

CIP Code:

Number of Credit Hours:

Type:

Original  
Course  
Description:

Cross-Listings:

Pre-  
Requisites:

Co-  
Requisites:

Restrictions:

### 4. Old Course Information

#### Old Course

Subject

Course Number

Course Title:

CIP Code:

Number of Credit Hours:

Type:

Course  
Description:

Cross-Listings:

Pre-  
Requisites:

Co-  
Requisites:

Restrictions:

### 5. Modified Course

#### Modified Course

***\*Only complete areas relevant to modification\****

Subject

Course Number

Course Title:

CIP Code:

Number of Credit Hours:

Type:

New  
Course  
Description:

Cross-Listings:

Pre-  
Requisites:

Co-  
Requisites:

Restrictions:

**6. If the modified or new course fulfills a General Education Requirement, select the appropriate field from the drop-down menu(s).**

General Education  
Requirements:

If the course fulfills a second  
Gen Ed requirement:

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**7. When requesting a change of course number, please check 'Delete and Replace Course' on pg. 1.**

Provide the current (to be deleted) course number and the replacement course number below:

Subject

Course Number

Deleted Course:

Replacement Course:

CIP Code for Replacement Course:

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**8.**

**Effective catalog year:**

**Date of last revision to this course:**

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## **9. Required Forms**

If requesting course modifications/deletions, submit the following:

Rationale (must be justifiable: i.e., how it best prepares students for the future, how it better fits within the program, information regarding demand for the course, etc.)

Communication/Approval from Academic Advising Center

Communication/Approval from Registrar's Office

If applicable: Communication/Approval from cross-listed Department(s) and relevant College Dean(s)

If requesting a new course, submit the following:

Draft syllabus (must use AUK syllabus template; should include descriptions of assessment tools, list of reading materials [required/supplemental], etc.)

Rationale (must be justifiable: i.e., how it best prepares students for the future, how it fits within the program, information regarding demand for the course, etc.)

Names and CVs of faculty eligible to teach the course (at least two)

Expected frequency of course offering

Communication/Approval from Academic Advising Center

Communication/Approval from Registrar's Office

If applicable: Communication/Approval from cross-listed Department(s) and relevant College Dean(s)

CIP Codes can be found here: <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56#>

**Required signatures on next page**

## Required Signatures:

### 1. Department Chairperson/Faculty Proposer\*

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Signature

Date

\*If there is no Department Chair, the Faculty Proposer must sign and add the relevant notes.

### 2. CCAC Chairperson

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Signature

Date

Recommend

Recommend with editing

Do not recommend

Returned to Department Chair/Faculty Proposer  
(reasons listed under CCAC notes)

### 3. Dean of College

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Signature

Date

### 4. President

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Signature

Date

## Department Chairperson/Faculty Proposer Notes

### CCAC Chairperson Notes

### College Dean Notes

### Enrollment Management Committee Notes