

HCLAS Curriculum and Standards Proposal Form PROGRAM/COURSE MINOR CHANGE

(August 2022)

To prevent any input errors, it is important that you take the time to make sure every deletion, change or addition is correctly highlighted and indicated. Please limit highlighting changes to the following:

- New or Modified Text- **Yellow**
- Deletion – **Pink**
- Notes - **Blue**

**** indicates required section**

Date:	Name: **
-------	-----------------

Department/Program: **	Date:
Chairperson's Name (printed): **	Chairperson's Signature:

A. SCHOOL: ******

<input type="checkbox"/> School of Humanities, Fine and Performing Arts
<input type="checkbox"/> School of Natural Sciences and Mathematics
<input type="checkbox"/> Peter S. Kalikow School of Government, Public Policy and International Affairs
<input type="checkbox"/> School of Education

B. OTHER UNITS FOR REVIEW:

<input type="checkbox"/> School of Humanities, Fine and Performing Arts
<input type="checkbox"/> School of Natural Sciences and Mathematics
<input type="checkbox"/> Peter S. Kalikow School of Government, Public Policy and International Affairs
<input type="checkbox"/> School of Education
<input type="checkbox"/> Hofstra University Honors College

C. COURSE/PROGRAM TITLE

Course/Program Title: **		
Course Prefix: **	Course Number(s): **	Semester Hours: **

D. ACTION REQUESTED: ******

1. Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Dual Degree <input type="checkbox"/> Accelerated Degree <input type="checkbox"/> Badge
2. Minor Change Program: ** <input type="checkbox"/> Program description clarification (adding electives/swapping out required course) <input type="checkbox"/> change offering sequence <input type="checkbox"/> other If Other, Details:
3. Minor Change Course: ** <input type="checkbox"/> change/clarify Bulletin description <input type="checkbox"/> change course title <input type="checkbox"/> change offering sequence <input type="checkbox"/> add special or laboratory fee <input type="checkbox"/> add Distance Learning (DL) format to existing course <input type="checkbox"/> other: If Other, Details:
4. Requested Effective Bulletin Year: **

Please note that changes submitted after February 1st will apply to the next Bulletin year, unless otherwise noted and approved.

- I have attached a syllabus **
- This is a minor change, no syllabus required.

All DL course changes must have a syllabus attached.

E. BULLETIN TEXT (EXACT WORDING): **

OLD BULLETIN TEXT: **

- Undergraduate
- Graduate
- Both (Accelerated or Dual Degree program)

NEW BULLETIN TEXT: **

Include course number and title, semester hours, when offered (e.g., Fall, Periodically), and where appropriate, any notes including restrictions, prerequisites, or corequisites.

F. EXPLANATION—RATIONALE FOR MINOR CHANGE**

Use the box below to explain necessity for change(s), relationship to other courses in and outside the department, etc.

G. PROPOSAL OBJECTIVE

(a) If any changes are being made as a result of the department's/program's outcomes assessment, please detail that information below.