

**MACALESTER COLLEGE
REGISTRAR'S OFFICE**

1600 Grand Avenue, St. Paul, MN 55105-1899
fax: 651-696-6600 ph: 651-696-6200 www.macalester.edu/registrar

Course Change Proposal

(To Be Sent to the Registrar's Office When Completed)

_____ X _____
Date Department or Program Department Chair(s) or
Program Director(s) Signature
(For a cross-listed course, both chairs must sign.)

Policies for Course Changes:

- 1. All changes in course offerings, including adding new courses, deleting courses, changing course descriptions, changing titles and numbers, and variances from the standard four semester hours of credit are initiated by the academic departments and reviewed by the chair.
- 2. Departments must inform the Educational Policy and Governance (EPAG) Committee in writing of any course changes they wish to make, and provide a rationale for requested changes. EPAG Committee approval is not required for up to two offerings of a four semester hour topics course.

What is Your Request?

- Addition Please complete all items. Include the course number you prefer, otherwise the Registrar will assign one.
- Deletion Please complete items 1 and 2, plus attach a brief rationale.
- Change in Credit Please complete items 1, 2, and 3, plus attach a brief rationale.
- Change in Title Please complete items 1, 2, and 3, plus attach a brief rationale.
- Change in Description Please complete items 1, 2, and 4, including *both* new description and previous description.

- 1. Course Number: _____
- 2. Course Title: _____
(If this is a title change, please list previous title: _____)
- 3. Number of hours the course will meet: _____ Number of credits to be awarded: _____
- 4. Course catalog description:

5. Frequency of course offering (all course listings must indicate when they will next be taught):
6. Has the course been previously offered? Yes No
If yes, what were the enrollments?
7. Will the course -
- a. Count for a major, minor or concentration? Yes No
If yes, which ones? _____
 - b. Count for college distribution requirements? Yes No
If yes, which division? _____
 - c. Meet one of the General Education requirements? Yes No
If yes, which one? Internationalism Quantitative Thinking
 U.S. Multiculturalism Writing
(If yes, the course must be certified each time it's offered by submitting a General Education Proposal form to the Registrar's Office. See:
<http://www.macalester.edu/committees/epag/GESforms>)
 - d. Have prerequisites? Yes No
If yes, what? _____
 - e. Replace a current offering? Yes No
If yes, which one? _____
 - f. If this is a course addition, how can it be offered without a deletion?
 - g. Will this course require new space, equipment, or library resources? Yes No
If yes, what? _____
 - h. Who will teach this course?

Course rationale (attach a second sheet if needed):