

**Proposal to Change an Existing Course that will Change a**

**Program Requirement**

(Please use this form if only changing ONE course that includes a program requirement change. If you are changing more than ONE course, please submit an Existing Course Change Proposal for each subsequent course.)

1. **General Information**

Department:

College:

Degree/Program(s):

School (if applicable):

Proposer:

1. **Course Changes:**

**Course Information and Proposed Course Changes**

1. Enter current course title here:

 If changing title, enter the proposed title here:

1. Course prefix & number:

3. Proposed Course Changes (brief description of proposed course changes):

4. Rationale for Changes:

5. Are you deleting this course?

6. Is this change going to create a new program requirement?

7. Is this change going to remove a program requirement?

If you answered yes to either question 6 or 7, please upload an updated curriculum map to this proposal.

8 Are you changing the number of credit hours?:

 If so, what are the current credit hours?:

 Is this course changing to variable credit?:

If so, what is the minimum number of credits that can be taken in each term?:

 What is the maximum number of credits that can be taken each term?

 What are the total proposed credit hours?:

9. Is this course repeatable for students?

 If so, how many times can this be repeated?

 What is the maximum # of credits they can earn?

10. What is the current course grading scheme?:

 If changing, what is the new course grading scheme?:

11. Will the semesters the course is being offered change?

 If changing, what semesters will the course now be offered?

12. Is this course going to be taught online?

13. Current Catalog Course Description ([paste in current catalog language](https://coursecat.isu.edu/graduate/programs/)):

14. Does this course have a sister course at the 4400 level?

 If so, please list the course here.

15. New Catalog Course Description (if needed):

 (Please include prerequisites, co-requisites, course registration restrictions, and course fee info, if any. Please note that changes to course fees must have SBOE approval, and units should work directly with the Provost’s office to change course fees. If this proposal is for a 5500-level course with a 4400-level “sister course”, the course description must include the following language: **“Specific, evaluated graduate-level activities and/or performances are identified in the course syllabus.”**)

(Please show all proposed changes in red font using strike-out for deletions and underline for new text to clearly show the changes you want made in the catalog.)

**C. Impacts**

1. Are there other departments that might be teaching similar courses? (If so, please list them below and describe the outcomes of any conversations with those departments exploring the logic or feasibility of course sharing):
2. Are there other departments that might have students interested in enrolling in these courses? (If so, please list them below and describe the outcomes of any conversations with those departments exploring the logic or feasibility of making this course available to those students):
3. Impact on the **University Library** (Please describe how this proposal could be expected to affect the use of library resources and services such as interlibrary loan, library instruction, the digital collection, etc.):
4. Impact on the **Computer Center/Information Technology Services**:
	1. Please list the current primary delivery method for these courses (face to face, online, Zoom, distance learning, hybrid, etc.) and describe any delivery method changes you are proposing.
	2. If you are planning on using Distance Learning classrooms, what locations are you planning on broadcasting to and from (Pocatello, Idaho Falls, Twin Falls, Meridian)?
	3. If this course is part of a fully online program, is the program or degree already listed on the eISU website (<http://www.isu.edu/eisu/online-programs>)?
	4. Will access to student computer labs be necessary? If so, will any specific software be needed?
	5. Identify specific classroom support needs.
	6. Identify any other ITS hardware needs, and connectivity/bandwidth needs such as wired, wireless, and phones.
	7. Will ITS support be needed for server, installation, maintenance, backup, software, etc.? Please describe.

**D. Changes to Program Requirements**

1. Summary and Rationale of Proposed Changes (Summarize what you are proposing and why. If this change is associated with other changes coming before the Graduate Council currently, please indicate how these changes are related):
2. Please list each change to program requirements separately in the space provided:
3. Current Catalog Copy (paste in current catalog language):
4. New Catalog Copy (Please show all proposed changes in red font using strike-out for deletions and underline for new text to clearly show the changes you want made in the catalog.)
5. Have you uploaded a new course map showing your program changes?

**E. Signatures in Support of Proposal**

Initiator/Program Director date

Department Chair date

College Dean/Dean’s Representative date

IT Services Representative date

Dean of the Library date