

Temple University
Proposal to Create, Revise or Eliminate a Course

Date: _____ Type of Course: Undergrad Graduate Professional
Action to be Taken: Create Revise Rename (Renumber) Eliminate
Course Number: _____ Title of the Course: _____
Previous number/title (if renaming): _____
Is this course attached to another course (series, lab/lecture)?: _____
Please consult <http://www.temple.edu/provost/forms/02.60.01/CourseProcedures.htm>
to determine submission deadlines.

First semester this course will be offered/eliminated: Fall Spring SummerI SummerII of 20 ____.
Department Name _____ Department Number _____
School or College _____ Dean's Designee _____
Please Print

Please answer the following questions. Include a full explanation in the proposal.

Will this course be cross-listed? No Yes, with _____
Proposed Status/level Foundation Upper Division Lower Division

Other Status: None Core Honors Writing (Please provide copy of approval by appropriate committee).
Is a course fee proposed? No Yes, for \$ _____.
If this fee was previously approved, to which course was it assigned? _____ for \$ _____?
Note: all new fees and transfer requests must be submitted to the fee committee for approval.

Does this course fulfill a prerequisite requirement for any other course? No Yes
Does this course have a prerequisite? No Yes
(Covers requesting and affected departments). If yes to either question, provide a statement on the likely impact.

Does this course fulfill a requirement or elective requirement for any major or minor? No Yes
(Covers requesting and affected departments.) Provide impact statement for all cases.

Is a change to credit hours being proposed? No Yes.
Will the change affect the required hours/credits for the degree? No Yes and/or tuition overload? No Yes
(Covers requesting and any affected departments.) Provide impact statement for all cases.

Attachments Checklist:

- ___ Proposal (include educational objectives of new course and/or rationale for changes to existing courses)
- ___ Syllabus (graduate courses only)
- ___ Impact Statement (if applicable)
- ___ Copy of Honors, Core or Writing approval (if applicable)
- ___ Course Inventory Update Form (Available online through the Course Editor: <https://mdev.temple.edu/courses/default.asp>)
- ___ Course Description (Format available online through the Course Editor: <https://mdev.temple.edu/courses/default.asp>)

Required Signatures:

Department Curriculum Committee Chair	Date	Department Chair	Date
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Chair of School Curriculum Committee	Date	Dean (or Designee)	Date
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Interim Procedure for Actions Relating to Courses (Policy 02.60.01) – revised 12/08/2005	Date
Vice Provost for Undergraduate Studies or Graduate Dean	