PROPOSAL PROCESS B

CHANGES TO AN EXISTING GENERAL EDUCATION COURSE
-OR-
CHANGES TO NON-ROWAN CORE ASPECTS OF AN EXISTING ROWAN CORE COURSE

Use the following guidelines to make changes to an existing course with either a General Education designation (e.g., ACE, M/G, LAB) or a Rowan Core designation. Such changes may include changing a course title, number, or catalog description; changing student or faculty credit hours; adding a "Writing Intensive (WI)" designation; or moving the course from one department to another (which includes a course prefix change).

Please DO NOT use this form if:
- You are requesting a Rowan Core designation for an existing General Education Course. That type of change is processed by the Rowan Core Committee.

- You are proposing a new Rowan Core course. For guidelines to create a new Rowan Core course, go to the Rowan Core Committee's webpage.

Additional Information:
- An unlimited number of courses from the same department may be changed in a single Process B proposal; however, changes should be organized logically.

- When changes to existing General Education / Rowan Core courses result in a change(s) to a program's requirements, all changes may be bundled in a single Process C or Process D proposal.

- If requesting a "Writing Intensive (WI)" designation, the proposal must explicitly address how the course meets the defined criteria for the designation; go to the Senate Curriculum Committee webpage for more information on requesting the "WI" designation.

- Proposals requesting changes to existing courses **do not** require a Library Resource Form.

- When changes are made to a course number, title, or student credit hours, an updated program guide must be provided with the changes clearly indicated.

Approval Process

This type of Process B proposal requires a College Curriculum Committee hearing and a review by the Senate Curriculum Committee Chair. Once the proposal is approved at the college and senate level, the SCC Chair will forward it to the Provost's Office for administrative approval and implementation.

I. **DETAILS**

   a. **Title of Proposal:** *Provide an informative title that describes the purpose of the proposal.*

   b. **Sponsor(s) and Department(s):** *The first sponsor listed will be considered the lead sponsor and must be a faculty member.*

   c. **Changes in From/To Format:** *Preferably in table format; see the sample that follows.*

   Change 1: *Course Number, Title, and Type(s) of Change Requested (e.g. ABC 01234 Introduction to Curriculum: Change in course title, prerequisites, and catalog description)*

From	To
Current Course Title	*New Course Title*
Current Prerequisites	*New Prerequisites*
Current Catalog Description	*New Catalog Description*

   ….continue as necessary

   d. **Implementation:** *Semester and year.*

II. **RATIONALE**
   a. **Statements of "Need" For Change:** *Explain the need for the change(s). It is possible that the same rationale applies to all changes requested, in which case individual explanations may not be necessary.*

      1. *Change 1 Rationale:*
      2. *Continue as necessary…*

      NOTE: If the proposal is requesting an additional special designation (Writing Intensive), it must specifically explain how the course meets the requirements for the designation(s).

   b. **Curricular Effect:** *If not addressed in the above section, "Statements of Need," describe how the change(s) will impact the program, department, college, and/or students. Also, when prerequisites are being added or changed for a course, sponsors must address how this impacts students' progress through the program and whether it increases the number of courses students will be required to take.*

Providing a program guide (or advising sheet) with credit hours is strongly recommended. If a course title, course number, or student credit hours have been changed, a program guide is required.

III. RESULTS OF CONSULTATION

a. **Consultations Requested:** *List by name and department and date requested**. Letters of consultation must be from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments/colleges potentially involved must be included**.*

b. **Consultations Received:** *Copies of emails are acceptable. Letters from all parties listed as consults are expected to be included.*

c. **Consultations Not Received:** *List names and department of anyone who did not respond to the consultation request.*

d. **Response to Consults:** *Respond to negative consults or to suggestions or recommendations in consult letter(s) that were not implemented in the proposal. If all consults are positive, state NONE.*