# Request to Change Existing Course Worksheet

This document serves as a worksheet for you and your colleagues to collaborate on changes to an existing course. All fields in this document will be required to submit an official request. This document should not be submitted as an official request.

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| Basic Details | |
| Course to change: |  |
| Justification for change: |  |
| Full course title: |  |
| Short course title: |  |
| Subject code: |  |
| Course number: |  |
| Department: |  |
| School: |  |
| Mode of delivery: |  |
| Campus: |  |
| Academic level: |  |
| Levels: | Paracurricular 100’s (lower division) 200’s (lower division)  300’s (upper division) 400’s (upper division) graduate |
| Cross-listed courses (if any): |  |
| Will this be a stacked course? | Yes no |
| Effective term: |  |
| Minimum credits: |  |
| Maximum credits (if variable): |  |
| Session cycle: |  |
| Yearly cycle: |  |

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| Updated Course Description | |
| Syllabus updated? | Yes no |
| Grading system: |  |
| Instructional method: | Activity clinical community service discussion  faculty consultation field work hybrid individual music instruction individual study internship laboratory seminar  student teaching video conference web(blackboard) other: |
| Repeatable for credit? | Yes no |
| Course description: |  |
| Requisites: |  |
| Restrictions: |  |
| Experiental learning course? | Yes no |

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| Linfield Curriculum Designations | |
| Designation | Creative studies individuals, systems, and societies natural world quantitative reasoning ultimate questions vital past  global pluralisms U.S. pluralisms experiential learning major writing intensive |
| Mode of inquiry explanation: |  |

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| Departmental Context | |
| Which students is it intended for, and how will it meet their needs? |  |
| Explain the importance of this course in the departmental curriculum. |  |
| Will offering this course require additional staff? | Yes no |
| If yes, how will this be funded? If no, how will the new course be worked in, and what will be the consequences of this? |  |
| Who is the likely instructor, and what are his/her qualifications to offer this course? |  |
| Comment on the availability and acquisition of non-staff resources. |  |

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| University Context | |
| Does this course assume pre- or co-requisite coursework in another department? | Yes no |
| Is this course intended to serve other departments, major, Linfield Curriculum, or OCE? | Yes no |
| Other departments to be notified: |  |