MCW Graduate School

SUBSTANTIAL CHANGE COURSE PROPOSAL FORM

COURSE INFORMATION

INSTRUCTIONS AND TIMELINE

1) Fill out the form completely with appropriate signatures and attach the course syllabus using the syllabus template.
2) Email the completed documents to Angela Backus at abackus@mcw.edu by the 1st of the month.
3) The course will be reviewed administratively for completeness within three days.
4) The course will be forwarded to the Curriculum Committee for review.
5) If approved by the Committee, the course will be updated in MCWconnect.
6) If the Committee, would like to request a GSC vote, the Committee holds the right to make the request.
7) The entire process should take approximately 6 weeks. Please plan accordingly. The final date to have all courses approved and in MCWConnect is February 1.

CURRENT COURSE TITLE: _____

NEW COURSE TITLE (if applicable): _____

CURRENT PROGRAM:_____ CURRENT COURSE NUMBER:_____

NEW PROGRAM (if applicable): _____

ANTICIPATED TERM: ☐ FALL ☐ SPRING ☐ SUMMER

OFFERING: ☐ YEARLY ☐ EVERY TERM ☐ EVERY OTHER YEAR ☐ AS NEEDED
OTHER: _____

AUDIENCE (select all that apply): ☐ PHD ☐ MASTERS ☐ CERTIFICATE

INSTRUCTION: ☐ CLASSROOM ☐ DISTANCE ☐ BY ARRANGEMENT

TERM LENGTH: ☐ 18 WEEK ☐ 16 WEEK ☐ 12 WEEK ☐ 6 WEEK
Summer only* ☐ 11 WEEK * ☐ 9 WEEK *

NEW CREDIT VALUE (if applicable): _____ ☐ FIXED ☐ VARIABLE

GRADING SCALE: ☐ STANDARD (A, B, C) ☐ PROFICIENCY (E, G, S, U)

PROJECTED ENROLLMENT:_____

PREREQUISITES:_____

EXPLAIN THE SUBSTANTIAL CHANGES PROPOSED:

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Continue to Page Two (Required)

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SUBSTANTIAL CHANGE COURSE PROPOSAL FORM

UPDATED COURSE DESCRIPTION (if applicable):

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PLEASE ATTACH COURSE SYLLABUS TO THIS FORM USING THE GRADUATE SCHOOL SYLLABUS TEMPLATE*

APPROVAL SIGNATURES

By signing this form, you are acknowledging that you have evaluated your curriculum and feel this course adds to the education of students. You also acknowledge that you have spoken to each faculty member listed on the syllabus and they have agreed.

	Printed Name	Signature	Date
Course Director			

ADMINISTRATIVE USE ONLY

Date Submitted		Committee Approved		GSC Approved (if applicable)	
Date Reviewed		MCWConnect			