 Course Modification Form

Use tab to move between fields.

**Instructions:**

1. Complete form.

2. Save with document name in this format**:** Prefix(space)Number (space) CurrentCourseTitle (space) year-month-day submitted (ex. BIO 126 IntroBiology 2021-01-08).

3. Secure approval of Program Coordinator.

4. Submit as email attachment to [registrar@northland.edu](mailto:registrar@northland.edu). (Please include current prefix & number in subject line.)

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| Current Information | |
| Prefix: | Number: |
| Credit(s): | |
| Title: | |
| Proposed Information (If same as current, please skip this section.) | |
| Prefix: | Number: |
| Credit(s): | |
| Title: | |

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| **Desired implementation date for changes described below (please enter academic year and term)** |
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| This request is for: Use an “X” to identify all that apply or select from dropdown menu | | |
| Change in course prefix | | Yes: |
| Change in course number | | Yes: |
| Change in course credits | | Yes: |
| Change in course title. (If yes, see box below **\*\***) | | Yes: |
| Change in course description | | Yes: |
| Change in course prerequisites | | Yes: |
| Change in course grading methods | | Yes: |
| Addition/deletion/change in course fees | | Yes: |
| Add hybrid course designation (1%-74% regular distance education methodologies) (reference the Distance Education policy on the Faculty page – Course Resources section) | | Yes: |
| Add distance education course designation (75% or more regular distance education methodologies) | | Yes: |
| Remove hybrid or distance education course designation | | Yes: |
| Inactivate course | | Yes: |
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| Reactivate course (complete following fields and attach two year course rotation):  course materials fee       course travel fee  course capacity       prerequisites  Frequency offered: yearly  alternate years  Course description (revised or original) | | Yes: |
| Remove lib ed designation(s) | | |
| Add lib ed designation(s) **Requires addition of at least one corresponding learning outcome for each designation checked. Refer to the Criteria for Categorical Requirements in the Liberal Education for the Environment and Society Program document on My.Northland.edu > Employees > Faculty > Course Resources to help identify these ILO’s and place in Description section below.** | | |
| Change lib ed writing-intensive designation  Remove  Add (**requires completion of application form**) | | |
| Change from special topics to regular course status | **requires completion of a new course proposal** | |

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| **\*\***Change in Course Title |
| Full Title (Maximum of 35 characters): |
| Short Title (Maximum of 11 characters): |

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| Description of Requested Modification(s) |

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| Rationale for Modification(s) |

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| Current or proposed modification of learning outcomes for the course (e.g., After completion of the course, students will be able to . . .). If this course will count toward one or more of the liberal education designations, please include at least one corresponding learning outcome for *each* designation that you checked. Refer to the Criteria for Categorical Requirements in the Liberal Education for the Environment & Society Program document (My.Northland.edu > Employees > Faculty > Course Resources) to help identify these ILOs. |

After completion of the course, students will be able to:

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| Proposal/Review Process | | | |
| Proposed by: | Date: | | |
| Reviewed by Program Coordinator: | | Yes: | No: |

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| Approval Process: Please initial and date | | | | |
| Received by Registrar’s Office: | | Date: | | |
| Reviewed by Registrar: | | Date: | | |
| Reviewed by Academic Affairs: | | Date: | | |
| Submitted to Academic Council for review | Approved:  Denied:  Date: | | Tabled:  Date: | |
| Jenzabar Processing: Please initial and date when complete | | | | |
| Modification made at the catalog level: | | Date: | | |
| Repeatable information checked: | | Date: | | |
| Enter the new active or inactive date: | | Date: | | |
| Does Section Master need updating: | | | Yes: | No: |
| Section Master updated if applicable: | | Date: | | |
| Pre/Co-Requisites updated: | | Date: | | |
| Confirmed on: | | Date: | | |
| Advising trees updated as applicable: | | Date: | | |
| Updated in Acalog: | | Date: | | |