

**Washington and Lee University
Committee on Courses and Degrees
Request for Change in Undergraduate Course, Major or Minor**

February 2012

Proposals must be submitted as an e-mail attachment by the appropriate department/program head to CD@wlu.edu.

Proposed curricular changes should be discussed with all affected faculty members.

Non-substantive changes of an editorial nature, those involving changes in titles, course numbers without level change, or catalog descriptions, including those for occasional / topical courses, may be submitted directly to the University Registrar, registrar@wlu.edu.

- 1. List department(s) and program(s) in which change is being proposed or which are affected by the proposal (changes to a major or minor, etc.):**

The primary department/program head should email this form and all supporting materials directly. List the name(s) indicating respective approvals of all other department or program head(s); they should email a statement of support to CD@wlu.edu.

- 2. Nature of change. Check all that apply and attach separate rationale(s) for proposed change(s).**

- a. Add a new course (attach a syllabus and complete Item 3, section a-j):**

Proposed course subject (e.g. ACCT) _____ Proposed course number _____ Proposed credit _____

Proposed course title _____

Proposed catalog description (here or attached, **about 100 words**):

- b. Provide a new topical course description _____ for a Spring course for a FDR designation under an existing permanent rubric (attach a syllabus and complete Item 3, section a-j):**

Course subject (e.g. ACCT) _____ Course number _____ Credit _____

Course title _____

Proposed topical catalog description (here or attached, **about 100 words**):

- c. Delete a course from the curriculum permanently.**

Course subject (e.g. ACCT) _____ Course number _____ Credit _____

Course title _____

Briefly explain the rationale and effect(s) this action will drop have on FDR, majors, minors, etc.

d. **Substantive change to an existing course (not just a topic): (attach a new course description and syllabus, if appropriate, and complete Item 3, sections a-j)**

Course subject (e.g. ACCT) _____ Course number _____ Credit _____

Course title _____

- Change course number to reflect change in level of complexity - To _____
- Change credit(s): From ___ credits To ___ credits
- Substantive revision to course content / description / pedagogy
- Change FDR designation from FDR area _____ to FDR area _____
- Change cross-listing (same course number) or cross reference (different number) with

Course subject (e.g. ACCT) _____ Course number _____

Other (describe): _____

e. **Add or Modify major / minor / degree requirement(s). Provide supplemental material.**

3. For New or Revised courses (complete this section and Items 1 and 2, above):

a. Course subject (e.g. ACCT) _____ Course number _____ (consult with University Registrar) Credits _____

b. Course title _____

c. Course prerequisite(s) _____ OR Corequisite(s) _____

d. Course instructor(s) _____

e. Term(s) offered: Fall _____ Winter _____ Spring _____

on an annual _____, biennial _____, or other basis (please explain _____)

beginning (term & year) _____

f. Required for major/minor? Yes _____ No _____ Which major/minor? _____

g. May be used as an elective for major/minor? Yes _____ No _____

Which major/minor? _____

h. Cross-listed / cross-referenced with the following course/department/program:

i. Does this course count toward an FDR requirement? Yes _____ No _____

If yes, which area? _____ (choose one: FW, FL, FM, FP, HU, HA, HL, SL, SC, SS.)

Explain briefly how this course will meet the [FDR goals](#) for this category.

j. Please provide the following supplemental material:

- (1) a **revised catalog-type restatement of the major/minor requirements**;
- (2) an explanation of the proposed course's **impact on departmental teaching** assignments; and
- (3) information on availability of and need for **equipment and library resources required** for the course.