

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Course
Number _____ Title _____

Abbreviation for Schedule (20 characters): _____

Nature of course request (Mark all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Add a course | <input type="checkbox"/> Prerequisite change | <input type="checkbox"/> LACC course |
| <input type="checkbox"/> Delete a course | <input type="checkbox"/> Number/Prefix change | <input type="checkbox"/> Undergraduate course |
| <input type="checkbox"/> Title change | <input type="checkbox"/> Description change | <input type="checkbox"/> Graduate course |
| <input type="checkbox"/> Writing Intensive (WI) | <input type="checkbox"/> Multicultural Diversity (D) | <input type="checkbox"/> 400/500 course |
| <input type="checkbox"/> Quantitative Literacy (Q) | <input type="checkbox"/> Honors course (H) | <input type="checkbox"/> Other: _____ |

1) Faculty Sponsor Signature _____ Date _____

2) Dept./Program Coordinator _____ Date _____

3) Division Chair _____ Date _____

Curriculum Chair _____ Date _____

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved (*Return to sponsor*)

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved (*Return to Faculty Senate President*)

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved (*Return to Faculty Senate President*)