

COURSE CHANGE/PROPOSAL FORM (See Instructions Below)

1a) **Department:** CSC 1b) **Course level** 300 **number**323 2) **Instructor(s):**
(level 100-400)

INDICATE ACTION: ☐ New Course (Complete items 1-13) ☐ Regularize a Special Topic (Complete items 1-13)
☒ Drop from Curriculum ☐ Change in Course (Complete only items to be changed)

3) **Credits:** ☐1 ☐2 ☐4 Plus-2 options: ☐Yes ☐No
4) **Repeatable for credit?** ☐Yes ☐No If yes, how many times:
5) **Grade Option:** ☐A-F ☐S/D/F only 6) **Enrollment Limit** (default 30)

7) **Catalog title:** Software Design

8) **Catalog description (75 words or less):** (Also send description electronically to rutherfo@grinnell.edu)

9) **Cross-listing:** (Requires approval of cross listed department)

10) **Prerequisite(s):**

11) **Co-requisite(s):**

12) **Schedule:**

- a) Semester(s) to be offered: ☐Fall ☐Spring ☐Both (offered every spring & fall)
☐Either (offered either spring or fall but not both)
- b) Academic years to be offered: ☐Every year, beginning academic year 20
☐Alternate years beginning academic year 20
- c) Explanation for selected schedule:

13) **Please attach to this form the following additional information where applicable.**

- A course outline, reading list, or other detailed description of the plans for this course; explanation of how this course is related to the department and college curriculum and of how students, both majors and non-majors, will benefit from it;
- An explanation of the adjustments in staffing that will be made (if some other course is to be dropped, requests to make those changes should accompany this course proposal);
- Are the library holdings/equipment adequate for this course? If not, what will have to be acquired?

ACTION TAKEN BY DEPARTMENT, CONCENTRATION, DIVISION AND CURRICULUM COMMITTEE:

Approved by Full Department/Concentration: Chair's signature _____ **Date** _____

Approved by Full Division (If Required): Chair's signature _____ **Date** _____

Approved by Curriculum Committee: Chair's signature _____ **Date** _____

INSTRUCTIONS FOR COURSE CHANGE/PROPOSAL FORM

- 1a) **Department:** The sole or principal listing of this course.
- 1b) **Course level/number:** Indicate the course level and number to be assigned. The Registrar will assign a course number if there is no preference.
- 100 Courses open to all students unless otherwise noted
 - 200 Courses for which students should have completed work in an appropriate discipline at the 100 level
 - 300 Courses for which students should have completed work in an appropriate discipline at the 200 level
 - 400 A small group of courses, such as advanced seminars primarily for majors, for which students should have completed 300-level work
- 2) **Instructor:** List any instructor who will be teaching the course.
- 3) **Credits:** Normally 2 or 4. Indicate if a Plus-2 option is available with this course. (Not allowed with 100-level courses).
- 4) **Repeat:** Indicate if the course is repeatable for credit and the number of repeats allowed (i.e. one, two, unlimited).
- 5) **Grade Option:** Indicate if the course is offered for A-F grading or S/D/F only.
- 6) **Enrollment Limit:** Provide an enrollment limit/capacity. If none is specified, the default will be 30.
- 7) **Catalog title:** Should be short and informative. Transcripts have room for only 30 characters (including spaces).
- 8) **Catalog description:** Should be short and informative statements for students and advisers. Five lines of printing (about 75 words) is the maximum, excluding the statement of prerequisites.
- 9) **Cross-listing:** A statement explaining why the course forms an integral part of the curriculum of the other department(s) should accompany requests and the concentration/department chair of both departments must sign the Course Proposal Form. Note that cross-listing is not necessary for a course to count for a major; departments may permit a student to count up to eight credits in a related field. Cross-listing should not be used simply to call students' attention to a course in a related field.
- 10) **Prerequisite(s):** List specifics. Permission of instructor is assumed as a method of waiving prerequisites at Grinnell and will not be printed in the catalog or schedule of courses. Only include permission of instructor if prereqs are complex and you feel students will be discouraged from asking permission. It will be included in print at the discretion of the Registrar.
- 11) **Co-requisite(s):** List any courses which must be taken concurrently.
- 12) **Schedule:** Should be coordinated with other obligations of the staff, including obligations to interdepartmental courses and Tutorials. The scheduling of related courses in other departments should also be considered.
- 13) **Additional information needed:** Attach separate sheet with this information.

APPROVAL CHART – CATALOG AND COURSE CHANGES

Approved by Curriculum Committee 10/8/02, Modified 5/4/04, 1/15/10

Change or Action Being Requested Approval By:	Conc.	Dept	Division	CurCo m	Faculty
Adding or dropping a concentration or major	Yes	Yes	Yes	Yes	Yes
Adding new courses or regularizing a special topics course	Yes	Yes	Yes	Yes	
Changing the requirements for the major	Yes	Yes	Yes	Yes	
Changing the structure of major or concentration requirements	Yes	Yes	Yes	Yes	
Cross-listing of courses	Yes	Yes	Yes	Yes	
Designating a course as repeatable for credit	Yes	Yes	Yes	Yes	
Increasing/decreasing the credits for a course	Yes	Yes	Yes	Yes	
Prerequisite: Dropped/Added/Modified within or outside dept	Yes	Yes	Yes		
Changing the requirements for the concentration	Yes	Yes	Yes		
Deleting courses/Delisting courses	Yes	Yes	Yes		
Changing the frequency of a course offering	Yes	Yes			
Course modification: Number/Title/Description/Plus 2 Option	Yes	Yes			
Modification of introductory catalog material for a	Yes	Yes			

major/conc					
Moving courses within department categories in the catalog	Yes	Yes			
Adding courses to the concentration from departments	Yes	Yes			
Rearranging, dropping or adding courses within the concentration	Yes	Yes			

Signatures are required by all of the entities listed when affected in any way (if unsure contact the Registrar).