



**COURSE**  
**Minor Revision to an Existing Course**  
**Undergraduate Curriculum Routing Form**  
 Revised May 2020

<b>Course:</b> <small>(as listed in current catalog)</small>	
<b>Department:</b> <small>(as listed in current catalog)</small>	
<b>College:</b> <small>(as listed in current catalog)</small>	
<b>Originator's Name:</b>	<ul style="list-style-type: none"> <li>Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form.</li> <li>Do not alter the proposal form language and formatting in any way. If the form is altered it will be returned for revision.</li> <li>It is the Originator's responsibility to track a proposal through the approval process.</li> </ul>

**Signatures:** The Originator and the Departmental Curriculum Committee Chair will review, complete the checklist, and sign on the following "COVER SHEET" page.

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Department Chair or Associate Dean	Status	Date
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College Curriculum Committee	Status	Date
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Dean	Status	Date
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Teacher Ed. Council (if the course is required in any secondary education program)	Date
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***Once the proposal has been approved through the above levels, the Initiator will submit the the final document to the Office of Undergraduate Education & Student Success: [undergraduate@moreheadstate.edu](mailto:undergraduate@moreheadstate.edu)***

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University Undergraduate Curriculum Committee	Status	Date
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Vice President for Academic Affairs	Status	Date
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# COVER SHEET

<b>Course:</b> <small>(as listed in current catalog)</small>	
<b>Department:</b> <small>(as listed in current catalog)</small>	
<b>College:</b> <small>(as listed in current catalog)</small>	

- Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form.
- Any proposal with a secondary education component must be routed through the Teacher Education Council.
- Do not alter the proposal form language and formatting in any way. If the form is altered, it will be returned for revision.
- It is the Initiator’s responsibility to track a proposal through the approval process.

The Originator will review the final document and complete the checkboxes on the left side of the page, sign and date below, and submit the complete proposal to the Department Curriculum Committee Chair for their review.

The Department Curriculum Committee Chair will review the document and complete the checkboxes on the right side of the page. Once approved by the department committee: sign and date below, and submit the the complete proposal to the Department Chair/Associate Dean.

Originator
**Department Curriculum  
Committee Chair**
□

The Change being requested is to an approved course and qualifies as a minor modification: <ul style="list-style-type: none"> <li>• Equating an existing course to a new course.</li> <li>• Revising the title, prefix, course number, catalog description, and or admission requirements (test scores, pre-requisites, and/or co-requisites).</li> </ul>
<b><i>Minor changes do not modify course content or the course formula.</i></b> If the course content or formula is to be modified, use the New Course or Major Revision to Existing Course Form.
The curriculum proposal form has not been altered (formatting, font, etc.).
Grammar, spelling, punctuation, sentence structure, etc. is accurate.
The course title, department, and college names correspond to the current catalog.
If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.
Course teaching workload, formula, and semesters taught are specified.
The impacted departments, programs, the individuals notified, and the method of notification are listed. Impact is defined as any program or department that requires the course, offers the course as an elective, offers a similar course, has an equated course, has the course listed as a co-requisite or pre-requisite, or shares staff and/or resources.
Responses are complete and applicable for each question.
The entire proposal is saved as one document.

*My signature verifies that I have reviewed the proposal and it is ready to go to the next level.*

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Initiator Approval Date

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Department Curriculum Committee Chair Approval Date

# COURSE

## Minor Revision to an Existing Course

Use this outline to report a minor modification of a previously approved course and to equate a *current* course with a new course. *Minor revisions include title, prefix, course number, catalog course description, and admission requirements (test scores, pre-requisites, or co-requisites). Minor changes do not modify course content or the course formula.* If the course content or formula is to be modified, use the “New Course or Major Revision to Existing Course” form. Terms offered should be consistent with the curriculum map.

<b>I. COURSE</b>						
<b>Current Course Name:</b> (as listed in the current catalog)	<b>Course prefix</b> (Example: ENG)	<b>Number</b> (Example: 100)	<b>Title</b> (Example: Writing I)	<b>Faculty Load</b>	<b>Formula</b> (Example: 3-0-3)	<b>Intended Terms Offered</b> (Example: Fall/Spring)
<b>Proposed Course Name:</b>	<b>Course prefix</b> (Example: ENG)	<b>Number</b> (Example: 100)	<b>Title</b> (Example: Writing I)	<b>Faculty Load</b>	<b>Formula</b> (Example: 3-0-3)	<b>Intended Terms Offered</b> (Example: Fall/Spring)

<b>II. EXPLANATION</b>	
<p><b>A. Describe the change and justify what this proposal is requesting; what are you doing and why are you doing it? Content will be listed at the end of the document.</b></p>	
<p><b>B. List all other departments and programs that could be impacted by this proposal. For example, any department or program that:</b></p> <ul style="list-style-type: none"><li>a. requires the course</li><li>b. offers the course as an elective</li><li>c. offers a similar course</li><li>d. has an equated course</li><li>e. has the course listed as a co-requisite or pre-requisite</li><li>f. shares staff and/or resources</li></ul>	

**C. Explain the potential impact on the other departments and programs.**

**D. List each of the individuals in the other departments and programs notified by the proposing department and define the method of contact (e-mail, phone conversation, etc.)**

**III. ADDITIONAL INFORMATION**

**A. If this is a change that effects the current MSU Undergraduate Catalog content, please provide the copy that is to appear in the next catalog revision.**

**Supporting documentation can be forwarded along with the electronic copy of the proposal.**