

COURSE REVISION GUIDELINES

- A. **COURSE REVISION FORM:** Use this for revising an existing graduate course.
- B. **COURSE CHANGES INCLUDE ANY OF THE FOLLOWING:**
- Course prefix and number [note: changing the level of the course (e.g., 5000 – 6000 level) will require a new course proposal]
 - Course title
 - Repeatability
 - Course cross-listing/Course equivalency
 - Grade type
 - Term offered
 - Course catalog description
- C. **APPROVAL STEPS**
- College and/or Department
 - Dean of Graduate and Professional Studies
- D. **NOTIFICATIONS**
- Graduate Council
 - Registrar Office
- E. **COURSE CHANGE SUBMISSION BY THE DEAN OR CHAIR TO GRADUATE STUDIES' OFFICE:**
Course revisions are to be submitted electronically to the Dean of Graduate and Professional Studies by the Dean or Chair on behalf of the department.
- F. **MINOR COURSE REVISION AS PART OF A PROGRAM REVISION.** If the minor course revision is part of a program revision requiring Graduate Council approval, the minor course revision must be submitted to the Dean of Graduate and Professional Studies with the program proposal.
- G. **SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than **March 1** if they require action for implementation for the following academic year.*



FAIRMONT STATE
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Office of Graduate and
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COURSE REVISION PROPOSAL

The college or department approval process must be completed before the proposal can be submitted to the Office of the Graduate and Professional Studies.

SECTION 1: PRELIMINARY INFORMATION

College:	
Program:	
Contact Person:	
E-mail Address:	
Existing Course Subject and Number (ARCH 5580):	
Existing Course Title:	

SECTION 2: COURSE REVISION

Complete any items in this section being proposed as a course change. For items with no change, leave blank.

1. Course Subject Prefix and Number (e.g., ARCH 5580): Please check with the Registrar's Office to get a list of available, valid course numbers.	
2. Course Title: The title of the course as it will appear in the course catalog.	
3. Repeatability (number of repeat credit hours): Students can repeat the course for credit. If yes, identify maximum number of credit hours.	
4. Course Cross-listings (e.g., MSBA 5910 and MCRM 5910)	
5. Grade Type: Indicate whether students will be assigned a standard A-F final grade, or CR/NC (credit/no credit).	
6. Course Terms: In what semester(s) will the course be offered? (e.g., Fall only, Summer)	
7. Course Catalog Description: Enter the new course description below as it will appear in the catalog.	

SECTION 3: APPROVAL

1. The Deans of the affected colleges must sign below to indicate their notification and department support of this course revision. By signing below, you are indicating your college and department(s)'s approval of this course revision.

College	Dean's Signature
Comments (optional):	

2. All the above signatures are required prior to submission to the Graduate Studies Office.

Dean of Graduate and Professional Studies Signature:
Comments (optional):

UNIVERSITY IMPACTS

Should this course revision affect any other department or program in another college, a memo must be sent to the Dean of each college impacted and a copy of these letters(s) of support must be included with this proposal.