**SAM HOUSTON STATE UNIVERSITY  
COURSE DELETION/CHANGE REQUEST FORM**

|  |
| --- |
| **Directions:** A **Course Deletion/Change Request** form is to be used to request the deletion of or changes(s) to an existing course. A **single** formshould be prepared at the department level and should encompass a summary of all course changes requested. The **form**contains a brief justification for course deletions and changes in course prefix, title, number, and/or combination of.  **Notes:** *All recommended course number and/or prefix changes should be verified with the Registrar’s Office prior to submission to the Office of Academic Planning and Program Development.*  *If a course description change is warranted, upon course title change approval, submit the required* [*Course Description Update Request*](https://www.shsu.edu/contentAsset/raw-data/f4ab3a42-8fbd-43d2-aa7d-dc7ee6a6dcba/fileAsset?language_id=1) *form to the Office of Academic Planning and Program Development.*  *If a course change requires a CIP code change, please provide new CIP code.* [*Texas CIP Codes*](http://www.txhighereddata.org/Interactive/CIP/)**Assistance:** *Please contact the* [*Office of Academic Planning and Program Development*](mailto:curriculum@shsu.edu?subject=Course%20Deletion/Change%20Form%20Assistance) *for assistance.*  **University Curriculum Committee:**  [Belonging Resources Statement](#_1._Program_Name:" \o "The pursuits of excellence and inclusion are intertwined and integral to achieving Sam Houston State University's mission of providing high-quality education, scholarship, and service for our regional, state, national, and international constituencies. Diversity in the curriculum helps to ensure that every student and faculty member has a chance to reach their full professional potential and be a fully enfranchised member of the university community. Faculty seeking to develop new courses and curriculum initiatives are encouraged to consider their diverse audiences and to visit the UCC website for curricular design recommendations, suggestions, and examples. )  *\* Asterisk denotes headers with directional information.* |

**\***[**Department Making the Recommendations:**](none#Department)

**\***[**Courses to be Deleted**](#Deletion)**:**

ABCD 1234 Problems in Universities

**Justification:** Justification for deletion, in paragraph form.  
  
 **\***[**Changes in Course Title**](#Title)**:**

ABCD 1234 Problems in Universities  
TO  
ABCD 1234 Problems in Education

**Justification**: Justification for change, in paragraph form.   
**New** [**CIP**](http://www.txhighereddata.org/Interactive/CIP/) **code, if applicable:**   
  
**[Current Course Description:](#Description" \o "Note: If a course description change is warranted, upon course title change approval submit the required Course Description Update Request form to the Office of Academic Planning and Assessment.)**

[**Proposed Course Description**](#Description)**, if applicable:**

**\***[**Changes in Course Prefix**](#Title)**:**

ABCD 1234 Problems in Universities

TO

EFGH 1234 Problems in Universities

**Justification**: Justification for change, in paragraph form.   
**New** [**CIP**](http://www.txhighereddata.org/Interactive/CIP/) **code, if applicable:**

[**\*Changes in Course Number:**](#Number)

ABCD 1234 Problems in Universities  
TO  
ABCD 2234 Problems in Universities  
 **Justification**: Justification for change, in paragraph form.   
**New** [**CIP**](http://www.txhighereddata.org/Interactive/CIP/) **code, if applicable:**

**\***[**Changes in Course Title and Course Number:**](#TitleNumber)

ABCD 1234 Problems in Universities

TO

ABCD 2234 Problems in Education

**Justification**: Justification for change, in paragraph form.   
**New** [**CIP**](http://www.txhighereddata.org/Interactive/CIP/) **code, if applicable:**

[**Current Course Description:**](#Description)

[**Proposed Course Description**](#Description)**, if applicable:**

[**\*Changes in Course Title and Course Prefix**](#TitleNumber)**:**

ABCD 1234 Problems in Universities

TO

EFGH 1234 Problems in Education

**Justification**: Justification for change, in paragraph form.   
**New** [**CIP**](http://www.txhighereddata.org/Interactive/CIP/) **code, if applicable:**

[**Current Course Description:**](#Description)

[**Proposed Course Description**](#Description)**, if applicable:**

[**\*Changes in Course Prefix and Course Number:**](#TitleNumber)

ABCD 1234 Problems in Universities

TO

EFGH 2234 Problems in Universities

**Justification**: Justification for change, in paragraph form.   
**New** [**CIP**](http://www.txhighereddata.org/Interactive/CIP/) **code, if applicable:**

**\***[**Changes in Course Title, Course Number, and Course Prefix:**](#TitleNumberPrefix)

ABCD 1234 Problems in Universities  
TO  
EFGH 2234 Problems in Education  
 **Justification**: Justification for change, in paragraph form.   
**New** [**CIP**](http://www.txhighereddata.org/Interactive/CIP/) **code, if applicable:**

[**Current Course Description:**](#Description)

[**Proposed Course Description**](#Description)**, if applicable:**

**END FORM**

**Approval Recommendation Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approval Recommendation Signatures** | | | | |
| **Approved by Department Head/Faculty** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by Department Chair** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by Department CC** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by College CC** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by Academic Dean** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by Director of APPD** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by University CC** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by ACC/Provost** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |

**CC = Curriculum Committee  
APPD = Academic Planning and Program Development**

**APPD Use Only**

**Added to Catalog**

Date: Click or tap here to enter date.

**Added to Banner**

Date: Click or tap here to enter date.

**Directional Prompts:**  
 **Department Making the Recommendations:**Ensure that all changes for each prefix be grouped together (for example, all changes affecting ABCD should be shown together, and all changes affecting EFGH etc.) and the term “none” is inserted in any area that is void of a request.

**Courses to be Deleted:**   
List the prefix, number, and a complete course title (as shown on the approved course inventory) for proposed course deletion as well as the justification as to why the course should be deleted**.** If a core course, denote with an asterisk (\*).

**Changes in Course Title:**   
List prefix, course number, and complete course title as shown on the approved course inventory. Make sure to include: 1) the recommended course title change, 2) the justification as to why the title should be changed, 3) current course description, and 4) proposed course description. If a core course, denote with an asterisk (\*).   
 **Notes:** a)If a course description change is warranted, upon course title change approval submit the required [Course Description Update Request](https://www.shsu.edu/contentAsset/raw-data/f4ab3a42-8fbd-43d2-aa7d-dc7ee6a6dcba/fileAsset?language_id=1) form to the Office of Academic Planning and Assessment, and b)If a course change requires a CIP code change, please provide new CIP code. [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/)  
**Current Course Description**: Current course description as it reads in the live catalog.  
**Proposed Course Description**: Proposed revised course description. Be mindful that a change to a course’s curriculum institutes the need for a new course addition submission request.

**Changes in Course Prefix**:   
List prefix, course number, and complete course title as shown on the approved course inventory. Make sure to include the recommended course prefix change as well as the justification as to why the course prefix change should be made. If a core course, denote with an asterisk (\*).  
 **Note:** If a course change requires a CIP code change, please provide new CIP code. [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/)

**Changes in Course Number:**   
List prefix, course number, and complete course title as shown on the approved course inventory. Make sure to include the recommended course number change as well as the justification as to why the number change should be made. If a core course, please, denote with an asterisk (\*).   
 **Note:** If a course change requires a CIP code change, please provide new CIP code. [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/)

**Changes in Course Title and Course Number:**   
List prefix, course number, and complete course title as shown on the approved course inventory. Make sure to include the recommended course title change as well as the justification as to why the course title and number change should be made. If a core course, denote with an asterisk (\*).   
 **Notes:** a**)** If a course description change is warranted, upon course title change approval submit the required [Course Description Update Request](https://www.shsu.edu/contentAsset/raw-data/f4ab3a42-8fbd-43d2-aa7d-dc7ee6a6dcba/fileAsset?language_id=1) form to the Office of Academic Planning and Assessment, and b) If a course change requires a CIP code change, please provide new CIP code. [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/)  
  
**Current Course Description**: Current course description as it reads in the current live catalog.  
**Proposed Course Description**: Proposed revised course description. Be mindful that a change to a course’s curriculum institutes the need for a new course addition submission request.

**Changes in Course Title, Course Number, and Course Prefix:**   
List prefix, course number, and complete course title as shown on the approved course inventory. Make sure to include the recommended course title, number, and prefix changes as well as the justification as to why the course title, number, and prefix change should be made. If a core course, denote with an asterisk (\*).   
 **Notes**: a) If a course description change is warranted, upon course title change approval submit the required [Course Description Update Request](https://www.shsu.edu/contentAsset/raw-data/f4ab3a42-8fbd-43d2-aa7d-dc7ee6a6dcba/fileAsset?language_id=1) form to the Office of Academic Planning and Assessment, and b) If a course change requires a CIP code change, please provide new CIP code. [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/)

**Current Course Description**: Current course description as it reads in the current live catalog.  
**Proposed Course Description**: Proposed revised course description. Be mindful that a change to a course’s curriculum institutes the need for a new course addition submission request.