



Course Modification Form

UPDATED 09.24.20

DIVISION: _____
 COURSE DESIGNATOR: _____ PROPOSED COURSE #: _____
 COURSE TITLE: _____ EFFECTIVE SEMESTER: _____
 MaineStreet Effective Date (Registrar USE ONLY): _____

Requested Action: *Note: A complete syllabus is required for the addition of CORE requirement to an existing course. Please be sure that all elements required for a syllabus at the University of Maine at Machias are present.*

1. MODIFICATION: *Check all that apply and note that if you are making substantial modifications you may want to consider creating a new course.*

Designator Change		Credit Change	
Cross Listing		Number Change	
Title Change		Description Change	
Prerequisite Change		Course Repeat Change	
Addition of Electronic Learning Component**		Conversion of an existing on-site Course to an online Course**	
Service-Learning* (Please add SL: in front of the Course Title)		Addition of CORE requirement	

*Refer to documentation on the criteria for Service-Learning in the current course catalog.

**Faculty who are converting a course for online delivery, or making substantive changes to an existing course delivered online, are strongly encouraged to work with the Center for Innovation in Teaching and Learning (CITL) on those modifications:

<https://umaine.edu/citl/instructional-design-2/>

ENDORSEMENTS: *Please print and sign name*

DATE

 Division Chair

 Curriculum Committee Chair

 Faculty Chair

 Vice President of Academic Affairs

2. CURRENT CATALOG DESCRIPTION:

Designator: _____

Number: _____

Title: _____

Prerequisites: _____

Credit Hours: _____

Does it meet Service-Learning?: _____

Description:

3. PROPOSED CATALOG DESCRIPTION:

Designator: _____

Number: _____

Title: _____

Prerequisites: _____

Credit Hours: _____

Does it meet Service-Learning?: _____

Description:

4. If the course designator or course number is being changed, please list any courses for which this course is a prerequisite:

5. REASON FOR COURSE MODIFICATION:

6. INSTRUCTOR (OPTIONAL): _____

THIS SECTION (7 – 9) MUST BE COMPLETED FOR CORE APPROVALS:

7. CHECK ALL AREAS FOR WHICH A COURSE IS PROPOSED (the max. number of CORE requirements per course is 2):

If a CORE area is already met, please indicate which one(s) in the second column.

	Proposed	Currently Met
Artistic & Creative Expressions		
Cultural Diversity & International Perspectives		
Ethics		
Personal Wellness		
Population & the Environment		
Program Capstone Experience		
Quantitative Literacy		
Service-Learning Experience		
Scientific Inquiry		
Social Context & Institutions		
Western Cultural Tradition		
Writing Competency		
Writing Intensive Course in Major		

8. Please explain how Student Learning Outcomes for the course as presented in the course syllabus align with the Student Learning Outcomes for the proposed CORE Requirement category (with examples):

9. Please provide the rationale for assigning a CORE requirement to this course:

10. When will the course typically be offered (please check all that apply):

Fall		Summer	
Spring		Alternating	

11. If there are changes to the repeatability of the course, please complete this section:

Can this course be repeated for credit? Yes ____ No ____ (If no, please skip the next two questions)

If YES, total number of credits allowed: _____ Total number of completions allowed: _____

Can students enroll multiple times in term? Yes ____ No ____

12. CURRICULUM EDITS Please include relevant curriculum changes here along with any edits that will be necessary with the addition of this course (**attach an edited copy of the current catalog with proposed changes** or memorandum with proposed changes):

YES, I have submitted curriculum changes documenting how this new course will add to/change the degree requirements for any relevant majors/minors. _____

NO, this course will not be added to any lists of requirements, and therefore I have no submitted curriculum changes for it. _____