Syllabus Change Form: Course Descriptions and SLO Revisions

Note: Before completing this form, request the most recent syllabi from the Curriculum Office at [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu) to apply the proposed revisions. See the checklist of CAB proposal documents at <http://inside.collin.edu/curriculum/curriculumdev.html>.

|  |  |  |
| --- | --- | --- |
| Program Name: |  | |
| Program CIP: |  | |
| Effective Term: |  | |
| Relevant Fees: | Does this course have lab fees? If so, will they need to be adjusted (separate process from CAB)? | |
| Name of Proposer and Title: | **First and Last Name** | **Title** |
|  |  |

|  |  |
| --- | --- |
| **Summary of Proposed Revisions.**  Course Terms:   * Revised credit/Lecture/Lab/Practicum/ Clinical/Co-Op/Internship Hours * Revised course title, description, &/or SLOs | Please edit/follow the template below to list all changes being proposed:  List of Courses Impacted:   * Course Revision - Course Rubric, Number, and Title (list of terms that apply from left column) * Course Revision - Course Rubric, Number, and Title (list of terms that apply from left column) |
| **Provide a Rationale.**  Note: Include research, trends, advisory committee input, technology changes, state-mandated changes, impact on student success, student enrollment or completion data, etc. in you rationale. | How to complete this section: Include in your rationale specific explanation for why each individual change is necessary and how it will benefit or impact the department, students’ success, and/or skill building. Please ensure all items listed in the summary are included below.  Please use the following template:  Course Revision - Course Rubric, Number, and Title (list of terms included from summary)  Detailed explanation of proposed change. Thorough rationale for change that fulfills the instructions included with this prompt.  Course Revision - Course Rubric, Number, and Title (list of terms that apply from left column)  Detailed explanation of proposed change. Thorough rationale for change that fulfills the instructions included with this prompt. |
| **Does the proposed course revision align with ACGM or WECM guidelines?** | If not, please explain. If unsure, please download and review the ACGM or WECM manuals from the Curriculum Resources webpage. |
| **Are the courses with proposed revisions offered in other programs?** | Action required for all proposals: Search the PDF Collin Catalog using CTRL + F on your computer, catalog available at <http://www.collin.edu/academics/catalog.html>. Search to see if the relevant courses are offered in any other programs. If yes, discuss the revisions with the related department(s) to confirm their support and/or to discuss any potential impacts on the department and students. Provide a summary of the communication and discussion with the relevant department(s). If not applicable, enter “N/A, these courses are not offered in any other programs” |
| **Are the courses with proposed revisions offered as linked courses and/or eligible for any PLA Credit?** | Provide an explanation of revisions needed for the related linked courses/PLA process and when you plan to complete the PLA revision process (separate from CAB), or enter “N/A” if not applicable. |

**PLEASE PROVIDE REVISED SYLLABI USING THE STYLE GUIDE AND SYLLABI CURRENTLY ON FILE IN THE CURRICULUM OFFICE.**

The generic syllabus template and style guide can be found on the Curriculum Resources webpage in CougarWeb: <http://inside.collin.edu/curriculum/curriculumdev.html>.

Current syllabi on file can be requested from the Curriculum Office at [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu).