

North Central State College
Course/Program Revision Proposal

NOTE: Prior to presenting any new associate degree program or new major to the curriculum committee, you must obtain approval from the Vice President for Learning.

1. Describe the specific curriculum change that you are proposing. Attach catalog descriptions for all proposed new courses. Attach the proposed syllabus.

2. Give the specific reason for the proposed change.

3. List any additional costs incurred by, or revenue generated by, the proposed change. Include equipment or building renovation and any costs already funded

4. Give class-size maximum and why.

5. List alterations in the class size maximum for any other course because of this change.

6. State whether there are faculty readily available to handle this revision and, if not, how this problem will be addressed. Estimate the amount and cost of training present faculty, if needed.

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7. List changes to the transferability of NC State courses with respect to TAGS, C-Tags, college/high school transfer agreements and how.

8. List all groups or individuals who have had input or are impacted by this proposal.

The Curriculum Committee requires you to contact:

- The Dean of your division
- The Dean of Business, Liberal Arts and Education
- The program chair/director/course coordinator of any course or program impacted by your proposal

9. Name: _____ Position at NC State: _____

Date of Presentation: _____ Proposed Date of Implementation: _____

10. All proposals and supporting documents (updated syllabus on any course change and/or updated curriculum worksheet to a program change) must be sent via email to the Curriculum Committee Chair one week prior to the next meeting. If not received by the Chair by 5:00 close-of-business the Friday prior to the scheduled presentation, the presentation will not take place.