<span style="color:purple">**NEW UNDERGRADUATE AND GRADUATE CHANGE OF COURSE PROPOSAL CHECKLIST**</span>
**for Undergraduate and/or Graduate Council Review**

**Name of Course:**                                           **Course Prefix #:**

| Criteria Met? | Course Proposal Content |
|---|---|

**Is Originating College or School provided on form?**

**Appropriate council for review selected and, if applicable, selection made for core curriculum review.**

> **Undergraduate Course** for Undergraduate Council Review
> - (50000 - level courses are considered both undergraduate and graduate level courses and should first be routed to the Undergraduate Council for review and approval. UG Council will then route approved courses to Graduate Council for review and approval.)
>
>   Core Curriculum Consideration (course requests to be vetted by core curriculum committee for addition to TCU Core Curriculum following approval by Undergraduate Council)
>
> **Graduate Course** for Graduate Council Review

**Type of Action selected (in-person or fully online fall and/or spring semester course)**

**Type of change request selected**

> **For "Program Prerequisite(s)" selection the "Programs Only" section is completed**
>
> **For "Program Requirement(s)" selection the "Programs Only" section is completed**
>
> **For "Drop Program" selection a SACSCOC Drop Program Justification form is completed**
>
> **If a Policy Change is selected documentation to describe and justify the policy change is provided**

**Information provided for:**

**Semester and year change will take effect**

**Course component type**

**Current name**

**Proposed name**

**Appropriate computer abbreviation**

| Criteria Met? | Course Proposal Content |
|---|---|

*For Programs Only*

    **Current program code**

    **Proposed code or Current CIP code provided**

    **Does the change require new of change in CIP code?**

        **If yes, is a new CIP code proposed?**

    **Selection for second major, or not, made**

    **Is program already designated a TCU STEM program?**

    **Does program want to be a TCU STEM program?**

    **Selection requesting assistance from TCU Admissions to promote program to undergraduate students**

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    **Description of change provided (not required for drop course requests)**

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    **Information for current and proposed, if applicable, catalog copies is provided**

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    **Justification and supporting evidence for the change requested is provided**

    **Change is expected to have no affect on the current student learning outcomes and assessment mechanism**

    **Have all appropriate signatures been received (chair, college curriculum committee, dean or dean's designee)**

    **Comments (if signatures are missing):**