



**Proposal to Change an Existing Course that will Change a Program
Requirement**

(Please use this form if only changing ONE course that includes a program requirement change. If you are changing more than ONE course, please submit an Existing Course Change Proposal for each subsequent course.)

A. General Information

Department:

College:

School (if applicable):

Proposer:

B. Course Information and Proposed Course Changes

1. Enter current course title here:

If changing title, enter proposed title here:

2. Course prefix & number:

3. Proposed Course Changes (brief description of proposed course changes):

4. Rationale for Changes:

5. Are you changing the number of credit hours?:

If so, what are the current credit hours?:

What are the proposed credit hours?:

6. Is this course repeatable by students?

If so, how many times?

What is the maximum # of credits they can earn?

7. What is the current course grading scheme?:
If changing, what is the new course grading scheme?:
8. Will the semesters the course is being offered change? If so, what semesters will the course now be offered?
9. Current Catalog Course Description (paste in [current catalog language](#)):

10. New Catalog Course Description (if needed): *(Please include prerequisites, co-requisites, course registration restrictions, and course fee info-if any. Please note that changes to course fees must have SBOE approval and units should work directly with the Provost's office to change course fees. If this proposal is for a 5500 level course with a 4400 level "sister" course, the course description must include the following language: "Specific, evaluated graduate-level activities and/or performances are identified in the course syllabus.")*

C. Impacts

1. Are there other departments that might be teaching similar courses? (If so, please list them below and describe the outcomes of any conversations with those departments exploring the logic or feasibility of course sharing):

2. Are there other departments that might have students interested in enrolling in this course? (If so, please list them below and describe the outcomes of any conversations with those departments exploring the logic or feasibility of making this course available to those students):

3. Impact on the **University Library** (Please describe how this proposal could be expected to affect the use of library resources and services such as interlibrary loan, library instruction, the digital collection, etc.):

4. Impact on the **Computer Center/Information Technology Services**:
 - a. Please list the current primary delivery method for this course (face to face, online, Zoom, distance learning, hybrid, etc.) and describe any delivery method changes you are proposing.

 - b. If you are planning on using the Distance Learning classrooms, what locations are you planning on broadcasting to and from (Pocatello, Idaho Falls, Twin Falls, Meridian)?

 - c. If this course is part of a fully online program, is the program or degree already listed on the eISU website (<http://www.isu.edu/eisu/online-programs>)?

 - d. Faculty involved in online teaching are encouraged to participate in the professional development program Quality+ (www.isu.edu/itrc/quality-matters-at-isu/eisu-quality-program). Would you like additional information about this program?

- e. Will access to student computer labs be necessary? If so, will any specific software be needed?
- f. Identify specific classroom support needs (projector, computer, internet connectivity, etc.).
- g. Identify any other ITS hardware needs, and connectivity/bandwidth needs such as wired, wireless and phones.
- h. Will ITS support be needed for server, installation, maintenance, backup, software, etc.? Please describe.

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D. Changes to Program Requirements

- a. Summary and Rationale of Proposed Changes (Summarize what are you proposing and why. If this change is associated with other changes coming before the Graduate Council currently, please indicate how these changes are related):

- b. Please list each change to program requirements separately in the space provided:

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c. Current Catalog Copy (paste in current catalog language):

d. New Catalog Copy (type in new language to replace existing catalog language. Please use a color text to note differing language):

E. Signatures in Support of Proposal

Initiator/Program Director

Department Chair

College Dean/Dean's Representative

IT Services Representative

Dean of the Library

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