

**Office of Curriculum, Planning & Compliance
Revision Request Form**



This form is for credit and non-credit curriculum requests. Mark N/A for fields not applicable to non-credit.

Primary Information

Program Name:	Department Name:	Department Chair: <i>Print Name</i>
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Revision Request Information

Section 1: Check the program type and all items that apply to the revision being requested

Career & Technical Education (CTE) Programs	Academic Programs
<input type="checkbox"/> Associate of Applied Sciences <input type="checkbox"/> Certificates <input type="checkbox"/> Occupational Skills Award/ICLC/3 rd Party Credentials <input type="checkbox"/> AAS Electives	<input type="checkbox"/> Associate of Arts/Associate of Sciences <input type="checkbox"/> Bachelor of Applied Technology/Sciences <input type="checkbox"/> Core Curriculum <input type="checkbox"/> Developmental Studies
Course Name and No: _____ Revision type: <input type="checkbox"/> Prerequisites <input type="checkbox"/> Course Description, Title, Prefix <input type="checkbox"/> Lecture, Lab, Contact or Credit Hours <input type="checkbox"/> Course Addition/Deletion <input type="checkbox"/> Course Sequence <input type="checkbox"/> Deactivate Award <input type="checkbox"/> New Award <input type="checkbox"/> Other	Course Name and No: _____ Revision type: <input type="checkbox"/> Prerequisites <input type="checkbox"/> Course Description, Title, Prefix <input type="checkbox"/> Lecture, Lab, Contact or Credit Hours <input type="checkbox"/> Course Addition/Deletion <input type="checkbox"/> Course Sequence <input type="checkbox"/> Deactivate Award <input type="checkbox"/> New Award <input type="checkbox"/> Other

Explanation/Details of the Requested Revision

Section 2: Provide details of the requested revision. Attach documentation i.e., degree plan to further distinguish changes

Revision Request Due Date: November 15th – Revision to be implemented at the beginning of the subsequent Fall semester and for inclusion in the next college catalog.

Major revisions classified as Substantive Change are implemented only after securing approval from SACSCOC. Examples of such revisions include, but not limited to, the following:

- Addition of a new program with 25-49% new content,
- Closure of a Field of Study or deactivation of an existing program.
- The reduction or addition of 25% or more of course credits in FOS or Program/Degree and results in an increase or decrease of time of completion by more than one term.

Refer to the [Faculty Handbook](#) for full listing.

Department and Division Approvals

Department Chair Signature:	Division Curriculum Committee Chair Signature:	Dean Signature:
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For Curriculum, Planning & Compliance Office Use Only:

Reviewed by: _____	College-Wide Curriculum Committee Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Division Committee Approval Date: _____	College-Wide Curriculum Committee Approval Date: _____