

**REVISION REQUEST FORM**

**Department Name:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_  
(Signature) \_\_\_\_\_ Date

**Division Dean:** \_\_\_\_\_  
(Signature) \_\_\_\_\_ Date

**Division Curriculum Committee Chair:** \_\_\_\_\_  
(Signature) \_\_\_\_\_ Date

<input type="checkbox"/> Associate of Applied Sciences <input type="checkbox"/> Associate of Applied Arts <input type="checkbox"/> Certificates <input type="checkbox"/> Marketable Skills Achievement / Institutional Awards  <p><b>Revision Request Due Date:</b>                  November 15: revision to be effective the following Fall semester                  January 1: information will be provided to the Office of                  Public Relations and Marketing for the college catalog.</p> <p>Course Name and Number _____</p> <p><b>Revision:</b></p> <input type="checkbox"/> Prerequisites <input type="checkbox"/> Course Description, name, prefix <input type="checkbox"/> Lecture, Lab, Contact or Credit Hours <input type="checkbox"/> Course Addition or Deletion <input type="checkbox"/> Other <p><b>Documentation:</b>                  For required documentation see instructions on reverse side</p>	<input type="checkbox"/> Associate of Arts <input type="checkbox"/> Associate of Sciences <input type="checkbox"/> Developmental Studies <input type="checkbox"/> Core Curriculum  <p><b>Revision Request Due Date:</b>                  November 15: for implementation the following Fall semester                  January 1st: information will be provided to the Office of                  Public Relations and Marketing for the college catalog.</p> <p>Course Name and Number _____</p> <p><b>Revision:</b></p> <input type="checkbox"/> Prerequisites <input type="checkbox"/> Course Description, name, prefix <input type="checkbox"/> Lecture, Lab, Contact or Credit Hours <input type="checkbox"/> Course Addition or Deletion <input type="checkbox"/> Other <p><b>Documentation:</b>                  For required documentation see instructions on reverse side</p>
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**Vice President for Instructional Services:**

Reviewed by : \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Curriculum Coordinator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Division Approval: \_\_\_\_\_ Date of Curriculum & Program Review Committee Approval: \_\_\_\_\_

Curriculum and Program Review Committee Approval Required \_\_\_\_\_

Date of submission to the Office of Public Relations and Marketing: \_\_\_\_\_ Date entered on Screen 125 (course inventory): \_\_\_\_\_

Date entered on Screen 1D4 (catalog screen): \_\_\_\_\_

## REVISION INSTRUCTIONS

Required Documentation	Required Documentation
Associate of Applied Science Certificate Institutional Awards / Marketable Skills Achievement Awards	Associate of Arts Fields of Study Associate of Science Fields of Study Core Curriculum Developmental Studies
<ul style="list-style-type: none"> <li>• Advisory Committee Minutes</li> <li>• Division Curriculum Committee Minutes</li> <li>• DACUM required for major revisions to a curriculum</li> <li>• Revised Curriculum information in catalog format</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Lower Division Academic Course Guide Manual</u> Copy of relevant page and highlighted where course appears.</li> <li>• Division Curriculum Committee Minutes</li> <li>• Revised Curriculum information in catalog format</li> </ul>
<p>References</p> <ul style="list-style-type: none"> <li>• Review the <u>Guidelines for Instructional Programs in Workforce Education</u>, chapter 3, which provides information concerning:               <ol style="list-style-type: none"> <li>1. A.A.S. minimum number of credit hours equals 60 and maximum number of credit hours equals 72.</li> <li>2. The technical specialty component should constitute 50-75% of course credits.</li> <li>3. General Education requirements are 15 hours from three areas— Humanities/Fine Arts, Social/Behavioral Science, Natural Science/Math.</li> <li>4. CAPSTONE and External Learning Experiences</li> </ol> </li> </ul>	<p>References</p> <ul style="list-style-type: none"> <li>• Review the <u>Lower Division Academic Course Guide Manual</u>, which provides information concerning:               <ol style="list-style-type: none"> <li>1. maximum number of credit hours applied to a degree</li> <li>2. maximum number of credits for the course</li> <li>3. maximum number of contact hours</li> <li>4. course numbers / titles/ descriptions</li> </ol> </li> </ul>

## Questions to Consider

- Is the program balanced so that all competencies required for advancement in this field are fully taught?
- Are the students able to successfully demonstrate the competencies required for advancement in this field?
- What are the licensing agency's required competencies for this field of study?
- What do other community colleges and/or universities require for this field of study?
- Have the Professional Organization Competencies and/or National Standards been reviewed in the decision-making process of this revision?
- Has the transferability of courses to a four-year university been considered?
- Has a DACUM been completed in the last three years to address changes within the industry?