

Revision Request Form

Department Name: Continuing Education / Institute of Advanced Manufacturing

Department Signature: _____

Signature

Date

Division Curr. Committee Chair: _____

Signature

Date

- Continuing Education Certificates
- Occupational Skills Award

Revision Request Due Date:

November 15th: Revision to be effective the following Fall semester.

Course Name and No: _____

Revision:

- | | |
|--|--|
| <input type="checkbox"/> Prerequisites | <input type="checkbox"/> Course Sequence |
| <input type="checkbox"/> Course Description, Name, Prefix | <input type="checkbox"/> Deactivate |
| <input type="checkbox"/> Lecture, Lab, Contact or Credit Hrs | <input type="checkbox"/> New Award |
| <input type="checkbox"/> Course Addition/Deletion | <input type="checkbox"/> Other |

Documentation:

For required documentation, see instructions on reverse side.

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| <input type="checkbox"/> Course Addition/Deletion | <input type="checkbox"/> Other |

Documentation:

For required documentation, see instructions on reverse side.

Explanation or attach documentation, i.e. degree plan (Note: All curriculum changes on supporting documentation should be distinguished with a different colored font)

For Curriculum Office Use Only:

Reviewed by: _____

Director of Curriculum: _____

Division Committee Approval Date: _____

Curriculum & Program Rev. Committee Approval Required: **yes or no**

Date of Curriculum & Program Review Committee Approval: _____

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Required Documentation: Continuing Education Programs	
Continuing Education Certificates	
<input type="checkbox"/>	WECM Reference Page for Technical Course
<input type="checkbox"/>	Advisory Committee Minutes
<input type="checkbox"/>	Division Curriculum Committee Minutes
<input type="checkbox"/>	Revised Curriculum Information in Catalog Format
Reference Information & Links:	
Review the Workforce Education Course Manual (WECM) , regarding information concerning Max Credits per Course, Max Contact Hours, Course Numbers, Titles, Course Descriptions, etc.:	
Review the Guidelines for Instructional Programs in Workforce Education (GIPWE) , Chapter 3, for information regarding associate degree and certificate requirements.	

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?
- Have the Professional Organization Competencies and/or National Standards been reviewed in the decision-making process of this revision?