

## Undergraduate Programs—COURSE CHANGE REQUEST<sup>1</sup>

UUPC APPROVAL \_\_\_\_\_

UFS APPROVAL \_\_\_\_\_

SCNS SUBMITTAL \_\_\_\_\_

CONFIRMED \_\_\_\_\_

BANNER POSTED \_\_\_\_\_

CATALOG \_\_\_\_\_

<b>DEPARTMENT MUSIC</b>	<b>COLLEGE ARTS AND LETTERS</b>
<b>COURSE PREFIX AND NUMBER MUE 4140</b>	<b>CURRENT COURSE TITLE CHORAL METHODS</b>
<b>CHANGE(S) ARE TO BE EFFECTIVE (LIST TERM)</b> FALL 2017	<b>____ TERMINATE COURSE (LIST FINAL ACTIVE TERM)</b>
<b>CHANGE TITLE TO:</b>  CHANGE PREFIX FROM: _____ TO:  CHANGE COURSE NO. FROM: _____ TO:  CHANGE CREDITS <sup>2</sup> FROM: 2 TO: 3  CHANGE GRADING FROM: _____ TO:  CHANGE WAC/GORDON RULE STATUS <sup>3</sup> ADD* _____ REMOVE _____  CHANGE GENERAL EDUCATION REQUIREMENTS <sup>4</sup> ADD* _____ REMOVE _____  <small>*WAC and General Education criteria must be indicated in syllabus and approval attached to proposals. For WAC Guidelines: <a href="http://www.fau.edu/WAC">www.fau.edu/WAC</a>. For General Education Guidelines: <a href="http://www.fau.edu/ugstudies/GeneralEdCourseApprovalRequests.php">www.fau.edu/ugstudies/GeneralEdCourseApprovalRequests.php</a></small>	<b>CHANGE DESCRIPTION TO:</b>          <b>CHANGE PREREQUISITES/MINIMUM GRADES TO*:</b>          <b>CHANGE COREQUISITES TO*:</b>          <b>CHANGE REGISTRATION CONTROLS TO:</b>          <small>*Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).</small>
<b>Faculty contact, email and complete phone number:</b> Rebecca Lautar, <a href="mailto:rlautar@fau.edu">rlautar@fau.edu</a> , 561-297-3821	<b>Attach syllabus for ANY changes to current course information.</b>
<b>Should the requested change(s) cause this course to overlap any other FAU courses, please list them here:</b>	Please consult and list departments that might be affected by the change(s) and attach comments: <sup>5</sup> see email from Department of Teaching and Learning

<p><b>Approved by:</b> _____</p> <p>Department Chair: _____</p> <p>College Curriculum Chair: _____</p> <p>College Dean: _____</p> <p>UUPC Chair: _____</p> <p>Undergraduate Studies Dean: _____</p> <p>UFS President: _____</p> <p>Provost: _____</p>	<p><b>Date:</b> _____</p> <p>9-14-16</p>	<p><b>1. Syllabus must be attached;</b> syllabus checklist recommended; see guidelines and checklist: <a href="http://www.fau.edu/academic/registrar/UUPCinfo">www.fau.edu/academic/registrar/UUPCinfo</a></p> <p><b>2. Review Provost Memorandum:</b> <b>Definition of a Credit Hour</b> <a href="http://www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf">www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf</a></p> <p><b>3. WAC approval</b> (attach if applicable)</p> <p><b>4. Gen. Ed. approval</b> (attach if applicable )</p> <p><b>5. Consent</b> from affected departments (attach if applicable)</p>
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Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) **seven business days before** the UUPC meeting.