**Georgia State University  
College of Arts and Sciences  
COURSE UPDATE PROPOSAL FORMS**

**COURSE ADDS OR CHANGES**

Departments may use the form below for unit-level development and review of course additions and changes. All required items are indicated with an asterisk. All final course proposals must be submitted by authorized department personnel using the college Curriculum Update form at <https://casportal.gsu.edu/curr/update_forms.php>. A guide for completing course update forms is available at <https://casportal.gsu.edu/common/help.php?short=all&project=curr>.

**Subject & Number \***

**Long Title \***

**Short Title \***

**Prerequisites**

**Description \***

**Course Designations**

**Grade Mode \***

**Schedule Type\***

**Credit Hours**

Provide low and high value for variable hour courses.

Lecture CH

Lab CH

Contact CH

Total CH \*

**Course Fee**

**Primary Curricular Role \***

**PROPOSAL QUESTIONS:**

**Rationale \***

Please provide a brief rationale for this course add.

Also indicate current catalog sections where this course is listed for update purposes.

**Related Courses or Proposals**

If a proposal for a related course has or will be submitted during this curriculum cycle (e.g., graduate-level equivalent or other courses to be cross-listed), please provide the course subject and number.

**Consultation Process**

Departments must consult with other units before submitting proposals to modify courses shared with another unit (e.g., core courses shared with PC, cross-listed courses) or that may otherwise have a notable impact on another unit. Please indicate all units who have been consulted regarding the proposal.

**Scheduling Frequency \***

How often will the course be offered? Provide additional information if the course is set to be a program requirement but it is not expected that it will be offered every term.

**Course Delivery Method(s) \***

Describe the instructional delivery model(s) (i.e., fully in classroom, hybrid, fully online) for this course. Please note: departments should refer faculty to the university's Center for Excellence in Teaching and Learning (CETL) for best practices in distance learning and other course delivery methods (see CETL Instructional Resources).

**Sample Syllabus \***

Please attach a sample syllabus for new or substantively changed courses. Syllabi must include the following:

* Clearly stated learning outcomes for the course (commonly in a bulleted list).
* Grading scale.
* Additional requirements (e.g., alternate assignments, texts, grading scale, learning outcomes) designed specifically for graduate students if a common syllabus is being used for a proposed undergraduate/graduate courses (i.e., 4000/6000 courses).

Proposal submitters will be asked to confirm that the attached syllabus complies with these requirements.

**COURSE DROPS:**

Departments may use the form below for unit-level development and review of course drops. All required items are indicated with an asterisk. All final course proposals must be submitted by authorized department personnel using the college Curriculum Update form at <https://casportal.gsu.edu/curr/update_forms.php>. A guide for completing course update forms is available at https://casportal.gsu.edu/common/help.php?short=all&project=curr.

**Subject & Number \***

**Long Title \***

**Description \***

**Primary Curricular Role \***

**Rationale \***

Please provide a brief rationale for this course drop.

Also indicate current catalog sections where this course is listed for update purposes.

**Related Courses or Proposals**

If a proposal for a related course has or will be submitted during this curriculum cycle (e.g., graduate-level equivalent or other courses to be cross-listed), please provide the course subject and number.

**Student Accommodations \***

If the course to be eliminated is a requirement at present, what steps will you take to accommodate current students who have not completed the course?

**Consultation Process**

Departments must consult with other units before submitting proposals to modify courses shared with another unit (e.g., core courses shared with PC, cross-listed courses) or that may otherwise have a notable impact on another unit. Please indicate all units who have been consulted regarding the proposal.