

**ALMA COLLEGE
EDUCATIONAL POLICIES COMMITTEE
COURSE MODIFICATION FORM**

LONG FORM FOR NEW COURSES ONLY

A. General Information

1. Instructor's Name: _____

2. Department or Program: _____

3. Course Number: _____ Title: _____
(Title must not exceed 27 characters)

4. In which term and year will this change take effect? _____

5. Credits Allowed: _____ Is the course Upper Level? Yes No

6. Pre-Requisites: _____

7. Fee: \$ _____ (for what expenses) _____

8. Does this course requests a deviation from standard DR designations policy?
(if yes, explain in the comment section at the end of this form) Yes No

9. Quill Status Designation: (Check One): Yes No
(if yes, attach Quill Approval Form)

10. Spring Term "S" designation (Check One): Yes No
(if yes, attach "S" Designation Form)

11. International Awareness Designation (Check One): Yes No
Requires at least 50% non-United States content. Please explain in
an attachment document how your course meets this standard (e.g.,
a detailed summary of required readings, syllabus).

12. Is this course required for the major? (Check One): Yes No

13. Will this course have a laboratory? (Check One): Yes No

14. Does this course contain more than 50% non-US content (Check One): Yes No
(Please explain, either by attaching a syllabus or citing specific course content in the comments section D below).

15. Catalog Description (*description must not exceed 100 words*):

(In addition, attach a statement of course objectives and, if possible, a projected reading list and syllabus.)

B. Rationale Supporting Course Addition

C. Projected Impact of Course Addition

1. How often will the course be offered? _____
2. What is expected for typical course enrollment? _____
3. Will addition of this course require new staff or reduce existing offerings?
Yes No How? _____
(Use comment section if you need additional space.)
4. Are additional library resources needed to support this course? Yes No
(If yes, use comment section to include a list and provide an estimate of cost – or provide as an attachment.)
5. Will additional equipment/software be required to support this course?
Yes No (If yes, use comment section to include a list and estimate of cost – or provide as an attachment.)

D. Comments

Request Date: _____

Chair Approval: _____

1. Please complete this form using Adobe Acrobat.
2. If you have issues with the form not saving properly, instead try to print to pdf and then save the pdf.
3. Please submit *electronically* to Daneene Held at heldddl@alma.edu to be reviewed by EPC