Course Change Request

Check Appropriate Boxes: Undergraduate credit ☒ Graduate credit ☐ Professional credit ☐

1. School/Division: Music
2. Academic Subject Code: MUS
3. Current Course Number: 2104
4. Current Credit Hours: 2
5. Current Title: Piano Class IV
6. Effective Semester/Year for changes listed below: Fall 2011
7. Instructor: Muniz, J.

Type of Change Requested (Check appropriate boxes and indicate changes)

☐ 8. Change course number to: __________________________ (must be cleared with University Enrollment Services)

☐ 9. Current course title: __________________________
Change to: ____________________________________________________________________________
Recommemded abbreviation (optional) ____________________________________________________________________________

☐ 10. Current credit hours fixed at: __________ or variable from: __________ to __________
Change to credit hours fixed at: __________ or variable from: __________

☐ 11. Current lecture contact hours fixed at: __________ or variable from: __________ to __________
Change to lecture contact hours fixed at: __________ or variable from: __________

☐ 12. Current non-lecture contact hours fixed at: __________ or variable from: __________ to __________
Change to non-lecture contact hours fixed at: __________ or variable from: __________

☐ 13. Is this course currently graded with S-F (only) grades? Yes _____ No _____
Change to S-F (only) grading? Yes _____ No _____

☐ 14. Does this course presently have variable title approval? Yes _____ No _____
Is variable title approval being requested? Yes _____ No _____

☐ 15. Is this course being discontinued? For all campuses ________ or for this campus only ________

☐ 16. Current course description ____________________________________________________________________________

Change course description to (not to exceed 50 words) ____________________________________________________________________________

17. Justification for change ____________________________________________________________________________
(Use additional paper if necessary)

18. Are the necessary reading materials currently available in the appropriate library? Yes _____

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: __________________________ Date 5/15/09
Department Chairman/Division Director

Approved by: __________________________ Date 5/14/09
Dean

Dean of Graduate School (when required) __________________________ Date __________
Chancellor/Vice-President __________________________ Date __________

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White