**EZ Curriculum Change Form**

**Upon approval, the information presented on this course proposal sheet will become binding on the department and the university. Any material changes require a new course proposal.**

**Effective Date:** [Curriculum Office Use Only]

**Submission Date:** [Date Submitted to Curriculum Office]

**Faculty Unit:** [the name of the BYUH Faculty Unit or similar entity where course ownership resides]

**Course Prefix:** [the course prefix / department abbreviation after adoption; example: for ACCT 201, the answer is ACCT]

**Course Number:** [the course number after adoption; example: for ACCT 232A, the answer is 232A]

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**[] Make a course active/inactive: Course Number \_\_\_\_\_\_\_\_\_\_\_\_**

**\*Attach a syllabus for reactivations**

**\*Teach out plan (deactivating courses, including number of students affected):**

**Reasoning:**

**[] Equivalency: Course Number \_\_\_\_\_\_\_\_\_\_\_** Note: Equivalencies are set up as re-takes as well. If student takes new course it will replace their grade for the old course.

**[] Change in Offerings: Current \_\_\_\_\_\_\_\_ Revised \_\_\_\_\_\_\_\_**

 **Reasoning:**

**[] Change in Credit Hours: Current \_\_\_\_\_\_\_\_ Revised \_\_\_\_\_\_\_\_**

 **Reasoning:**

**[] MRS Revisions: see attached MRS** [highlight minor revisions such as adding lines for clarification to MRS’]

**[] 390R Special Topics: [] Add [] Delete** [Specify name, instructor and class information, submit with course syllabus] (Note: Short Title 10-character max)

 **\*[New 10/15/21] For any new topics, the EZ form will need to be reviewed by 2 UCC members that are from different faculties than the submitting program.**

**[] Change Full Title:** **Current \_\_\_\_\_\_\_ Revised \_\_\_\_\_\_\_\_**

 **\*[New 2/16/21] Attach Syllabus and indicate if catalog description will be changed**

**[] Change Short Title (for Transcript, 30-char max): Current \_\_\_\_\_ Revised \_\_\_\_\_**

**[] Revised Catalog Entry (50-word recommended maximum):**

**[] Prerequisites: Current \_\_\_\_\_\_\_\_\_\_\_\_\_ Revised \_\_\_\_\_\_\_\_\_\_**

**Reasoning:**

[Specify the minimum acceptable grade for each class, or C- will be assumed. Note: instructor permission is always sufficient to let a student skip other prerequisites; there is no need to include the phrase “instructor permission” unless it is the only prerequisite.]

**[] Decrease / Remove Course Fees:** **Current\_\_\_\_ Revised \_\_\_\_**

**Note, purpose of the fee: \_\_\_\_\_\_\_\_\_\_**

**[] Change Program / Course Learning Outcomes:**  **Current\_\_\_\_ Revised \_\_\_\_**

**[NEW] June 1, 2021**

**Evidence of Data on Student Learning**

For Proposal Writer:

Explain why this curriculum change is needed using data on student learning outcomes. (Include impacted Student Learning Outcomes for the course/program)

Add to the EZ form an updated curriculum outcomes matrix.

**Secondary Education Requirement Sheet**

 [If the major has a secondary education requirement sheet, this must be part of the proposal and updates need to be made on the secondary education requirement sheet. If there are no updates, the secondary education requirement sheet will still need to accompany the proposal and “no changes needed” can be listed.]

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[input name & Faculty Unit] Dean Date

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Rose Ram, Associate Academic VP for Curriculum & Assessment Date