**COURSE ADDENDUM FORM**

This form is to be used for minor changes to courses, such as changes to course title, course number, prerequisites, placement, or course description that require an update in Banner and the catalog but do not alter the student learning outcomes or the vision of the course. This form cannot be used to change course learning outcomes, credit hours or course fees. **Note:** If title, number, letter designation, or prerequisites are changing, then you should complete a corresponding **degree program addendum** form for all programs in which this course appears.

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| --- | --- |
| **Faculty Developer:** |  |
| **Today’s Date:** |  |
|  | |
| **Changing?**  (check box) | **Instructions:** For items that are changing, list both current and proposed. For items that are not changing, only list the current. Please copy and paste “current” information from the current catalog. |
| YES NO | **COURSE TITLE (e.g., Introduction to Sociology)** |
|  | Current Course Title: |
|  | Proposed Course Title: |
|  | Abbreviated Title for Banner (30 char. or less): |
|  | |
| YES NO | **DISCIPLINARY DESIGNATION AND NUMBER (e.g., SOC 101)** |
|  | Current Course Designation: |
|  | Proposed Course Designation: |
|  | |
| YES NO | **PREREQUISITES/COREQUISITES**  For each prerequisite, specify if it:  must be taken before,  may be taken concurrently, or  must be taken concurrently (**corequisite**) |
|  | Current Prerequisites/Corequisites: |
|  | Proposed Prerequisites/Corequisites: |
|  | |
| YES NO | **COURSE PLACEMENT (e.g., ENGL 101 ready)** |
|  | Current Placement: |
|  | Proposed Placement: |
|  | |
| YES NO | **COURSE DESCRIPTION** |
|  | Current Course Description: |
|  | Proposed Course Description: |
|  | |
| **RATIONALE FOR CHANGES**: | |
| **RECOMMENDED STARTING SEMESTER:** Standard procedure is for approved changes to courses to begin in the fall of the next catalog year (e.g., Fall 2022). | |