CURRICULUM FORM NUMBER 1  
CHICAGO STATE UNIVERSITY OFFICE OF ACADEMIC AFFAIRS  
COURSE CHANGE  
TO BE USED ONLY FOR COURSE CHANGES NOT A PART OF A NEW ACADEMIC DEGREE PROGRAM

This form must accompany each request for addition, deletion, suspension of courses or changes in course number, title, credit hours, prerequisites, co-requisites or description. Changes in course number, credit hours, or extensive changes in title or description will require deleting the old course and adding a new course. It shall be the originating department’s responsibility to see that steps 1-2 are completed with dates and signatures before submission to the appropriate college curriculum committee AND to notify the Office of Academic Affairs that a curriculum action is being initiated for master-tracking purposes. **NOTE:** This form will not be complete without attaching Curriculum Form Number 2. Do not use this form to propose program changes beyond a single course.

<table>
<thead>
<tr>
<th>COURSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix &amp; Number</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
</tr>
</tbody>
</table>

**PLEASE CHECK ONE:**  
ADDITION [ ]  
DELETION [ ]  
CHANGE [ ]  
SUSPENSION [ ]

1. **Approved by the appropriate academic department:**
   - Signature
   - Date

2. **New course number assigned (if applicable):**
   - Signature
   - Date

3. **Reviewed and recommended by the appropriate CCC(s):**
   - Signature
   - Date

   *(CCC, CTE as needed)*
   - Signature
   - Date

4. **Approved by the appropriate college dean(s):**
   - Signature
   - Date

5. **Approved by the General Education Committee (if applicable):**
   - Signature
   - Date

6. **Approved by the Graduate Council (if applicable):**
   - Signature
   - Date

7. **Approved by the Distance Education Committee (if applicable):**
   - Signature
   - Date

8. **Approved by the University Curriculum Committee (if applicable):**
   - Signature
   - Date

9. **Approved by the Office of Academic Affairs:**
   - Signature
   - Date

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**Internal Routing:** (Signature and Date of Effective Action)  
Registrar: [ ]  
Chairperson(s): [ ]  
Academic Advising: [ ]  
Course Scheduling: [ ]  
Dean(s): [ ]  
Records and Registration: [ ]  
Catalogue Entry: [ ]  
Course Evaluations: [ ]  
Academic Advising: [ ]  
UCCC: [ ]  
Academic Advising: [ ]  
Admissions: [ ]

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**Distribution List:** (Copied on Action)  
Registrar: [ ]  
Chairperson(s): [ ]  
Academic Advising: [ ]  
Course Scheduling: [ ]  
Dean(s): [ ]  
Records and Registration: [ ]  
Catalogue Entry: [ ]  
Course Evaluations: [ ]  
Academic Advising: [ ]  
UCCC: [ ]  
Effective: [January 15, 2017]  
Academic Advising: [ ]  
Faculty Senate: [ ]  
Admissions: [ ]  
(notification sent)  
(notification sent)