

**MACALESTER COLLEGE  
REGISTRAR'S OFFICE**

1600 Grand Avenue, St. Paul, MN 55105-1899  
fax: 651-696-6600 ph: 651-696-6200 www.macalester.edu/registrar

**Course Change Proposal**

(To Be Sent to the Registrar's Office When Completed)

X

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Date	Department or Program	Department Chair(s) or Program Director(s) Signature (For a cross-listed course, both chairs must sign.)

**Policies for Course Changes:**

1. All changes in course offerings, including adding new courses, deleting courses, changing course descriptions, changing titles and numbers, and variances from the standard four semester hours of credit are initiated by the academic departments and reviewed by the chair.
2. Departments must inform the Educational Policy and Governance (EPAG) Committee in writing of any course changes they wish to make, and provide a rationale for requested changes. EPAG Committee approval is not required for up to two offerings of a four semester hour topics course.

**What is Your Request?**

- |  |   |
|--|---|
| <input type="checkbox"/> Addition              | Please complete all items. Include the course number you prefer, otherwise the Registrar will assign one. |
| <input type="checkbox"/> Deletion              | Please complete items 1 and 2, plus attach a brief rationale.   |
| <input type="checkbox"/> Change in Credit      | Please complete items 1, 2, and 3, plus attach a brief rationale.   |
| <input type="checkbox"/> Change in Title       | Please complete items 1, 2, and 3, plus attach a brief rationale.   |
| <input type="checkbox"/> Change in Description | Please complete items 1, 2, and 4, including <i>both</i> new description and previous description.        |

1. Course Number: \_\_\_\_\_
2. Course Title: \_\_\_\_\_  
(If this is a title change, please list previous title: \_\_\_\_\_)
3. Number of hours the course will meet: \_\_\_\_\_ Number of credits to be awarded: \_\_\_\_\_
4. Course catalog description:

5. Frequency of course offering (all course listings must indicate when they will next be taught):
6. Has the course been previously offered? ☐ Yes ☐ No  
If yes, what were the enrollments?
7. Will the course -
- a. Count for a major, minor or concentration? ☐ Yes ☐ No  
If yes, which ones? \_\_\_\_\_
- b. Count for college distribution requirements? ☐ Yes ☐ No  
If yes, which division? \_\_\_\_\_
- c. Meet one of the General Education requirements? ☐ Yes ☐ No  
If yes, which one? ☐ Internationalism ☐ Quantitative Thinking  
☐ U.S. Multiculturalism ☐ Writing  
(If yes, the course must be certified each time it's offered by submitting a General Education Proposal form to the Registrar's Office. See:  
<http://www.macalester.edu/committees/epag/GESforms>)
- d. Have prerequisites? ☐ Yes ☐ No  
If yes, what? \_\_\_\_\_
- e. Replace a current offering? ☐ Yes ☐ No  
If yes, which one? \_\_\_\_\_
- f. If this is a course addition, how can it be offered without a deletion?
- g. Will this course require new space, equipment, or library resources? ☐ Yes ☐ No  
If yes, what? \_\_\_\_\_
- h. Who will teach this course?

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Course rationale (attach a second sheet if needed):