

**COURSE REVISION FORM**

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| **Originator:** |  |
| **Date:** |  |
| **Course code:** |  |
| **Course title:** |  |
| **Program(s) (if course is required or elective in a program):** |  |

**Indicate type of revision(s):**

[ ] **Title** [ ]  **Code (**[***course criteria for 100 and 200 level***](http://www.brookdalecc.edu/documents/Vice%20President%20for%20Learning/Course-criteria-for-100-and-200-level.pdf)***)***

[ ] **Course description** [ ] **Credit hour**

[ ] **Prerequisite/corequisite** [ ]  **Technological competency (t)\***

**Complete information below:**

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| **Current catalog information:** |
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| **Proposed revision(s):**If requesting title change, include a short title if more than 30 characters. |
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| **Rationale:** Describe change(s) and provide rationale. Attach a revised syllabus and indicate if the change(s) impact learning outcomes. If applicable, describe how changes impact an existing degree program.**\****If requesting (t), explain how course emphasizes common computer skills where students use computer system and other appropriate forms of technology to achieve professional, educational, and personal objectives.* |
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| **Transfer:** If course is general education or career studies for a transfer program, contact Ex. Director-Transfer Pathways smcelroy@brookdalecc.edu to determine if changes impact transferability. If applicable, attach Transferability Study. |
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| **[ ]  Revised Syllabus attached** |

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| **Approvals/review**  |
| **Department Chair**  | **Date** |
|  |  |
| **Institute Dean** | **Date** |
|  |  |
| **Counselor** | **Date** |
|  |  |
| **Reviewed by Institute Administrator** | **Date** |

\*Email form and send hard copy with signatures to ekruijssen@brookdalecc.edu

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| --- | --- |
| **Reviewed by Institute Deans** | **Date** |
| **Academic Council** | **Date** |
|  |  |
| **General Education (if applicable)** | **Date** |
|  |  |
| **Vice President for Learning** | **Date** |
|  |  |
| **Registrar** | **Date** |
|  | ***Effective term:*** | ***Effective catalog:*** |
| **President** | **Date** |