Example of lab and credit hours change

Texas A&M University
Departmental Request for a Change in Course
Undergraduate ♦ Graduate ♦ Professional

• Submit original form and attachments •

1. This request is submitted by the Department of Electrical and Computer Engineering

2. Course prefix, number and complete title of course: ECEN 350. Computer Architecture and Design

Attach a brief supporting statement for changes made to items 3a thru 3d, and 5 below.

3. Change requested

   a. Prerequisite(s): From: _____ To: _____

   b. Withdrawal (reason): _____

   c. Cross-list with: _____

   Cross-listed courses require the signature of both department heads.

   d. Change in course title and description. Enter complete current course title and current course description in item 4; enter proposed course title and proposed course description in item 5.

   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 6. **Attach a course syllabus.**

4. Complete current course title and current course description:

5. Complete proposed course title and proposed course description (not to exceed 50 words):

6. a. As currently in course inventory:

Prefix	Course #	Title (excluding punctuation)
ECEN	350	COMPUTER ARCH & DESIGN

Lect.	Lab	SCH	CIP and Fund Code	Admin. Unit	FICE Code	Level
03	00	03	14090100006	0936	003632	3

   b. Change to:

Prefix	Course #	Title (excluding punctuation)
ECEN	350	COMPUTER ARCH & DESIGN

Lect.	Lab	SCH	CIP and Fund Code	Admin. Unit	Acad. Year	FICE Code
03	03	04	14090100006	0936	08-09	003632

Level 3

Approval recommended by:

Head of Department Date

Head of Department (if cross-listed course) Date

Chair, College Review Committee Date

Dean of College Date

Submitted to Coordinating Board by:

Dean of College Date

Associate Director, Curricular Services Date Effective Date

Questions regarding this form should be directed to Sandra Williams at 845-8201.
Curricular Services – 11/07