***Hofstra University***

***Curriculum and Standards***

***Quick Action Proposal Form***

**For Minor Changes Only**

(September, 2013)

|  |  |
| --- | --- |
| Identifying Code:       | Date: Select date |

***COLLEGE/SCHOOL & DEPARTMENT INFORMATION:***

|  |  |
| --- | --- |
| College/School: Select college/school | HCLAS ONLY: Select HCLAS Division |
| Department/Program:       |
| Chairperson’s Name:       |

***A. COURSE/PROGRAM TITLE:***

|  |
| --- |
| Course/Program Title:       |
| Course Prefix:       | Course #(s):       | Sem. Hours:        |

***B. ACTION REQUESTED:***

|  |
| --- |
| 1. Level: [ ]  Undergraduate [ ]  Graduate  |
| 2. Minor Change: [ ]  bulletin description [ ]  drop/inactivate [ ]  reactivate/reinstate [ ]  course title [ ]  course number [ ]  change/add prerequisites [ ]  change semester hours [ ]  add DL format to existing course [ ]  other; details:       |
| 3. **BANNER ATTRIBUTES – added and/or changed for existing courses**:1. Distribution Courses (HCLAS only):

 [ ]  AA (App & Anal) [ ]  HP (Hist Phil & Rel) [ ]  BH (Beh Soc Sci) [ ]  IS (Interdisciplinary) [ ]  CC (Cross Cultural) [ ]  LT (Literature) [ ]  CP (Creative Partic) [ ]  MA (Mathematics)\* [ ]  CS (Comp Sci)\* [ ]  NS (Natural Sci) [ ]  Second Category (optional for CC only) \* Formerly part of MC (Math/Comp Sci) (b) Internship/Externship/Field-based courses [ ]  INTN1. Honors Essay/Project/Thesis Course

 [ ]  HR1. Distance/Hybrid Approval

 [ ]  ADL (Distance Learning) [ ]  AHY (Hybrid)1. Liberal Arts (HCLAS only)

 [ ]  LIB1. SOE only

 [ ]  FP (Field Placement) [ ]  TT (Teacher Training) [ ]  SLKS (Skills course) |

***C. BULLETIN TEXT (EXACT WORDING):***

**OLD BULLETIN TEXT**

Copy URL of most recent Bulletin:

|  |
| --- |
|       |

**NEW BULLETIN TEXT**

* Include course number and title, semester hours, when offered (e.g., Fall, Periodically), and where appropriate, any restrictions, prerequisites, or corequisites under Prerequisite(s)/Course Notes.

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***D. EXPLANATION/RATIONALE (if necessary)***

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|       |

***G. SIGNATURES***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Signature | Comments | Date |
| Dean |  |  |  |
| Dean, Library(*if necessary*) |  |  |  |
| Academic Computing(*if necessary*) |  |  |  |
| Other Department Chair(*if necessary*) |  |  |  |
| Third Department Chair(*if necessary*) |  |  |  |
| Other Unit Dean(*if necessary*) |  |  |  |
| Curric. Comm. Chair(*if necessary)* |  |  |  |
| Exec., Grad., or Other Comm. Chair(*if necessary)* |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Registrar |  |  |  |
| Bulletin Editor |  |  |  |
| Provost |  |  |  |