

New Course and Course Change Requests

Select from the options below to Create, Modify or Delete a Course or Modify a Major

Your email address (smithja@whitman.edu) will be recorded when you submit this form. Not **smithja**?

[Sign out](#)

* Required

1. Enter your name *

2. Enter the primary division the course/program falls under *

Mark only one oval.

- Division I
- Division II
- Division III

3. What do you want to do? *

Mark only one oval.

- New Course Proposal (includes Special and Variable Topics) *Skip to question 4.*
- Modify an Existing Course *Skip to question 74.*
- Modify a Major or Minor *Skip to question 101.*
- Delete Specified Courses *Skip to question 110.*

Modify an Existing Course

Note: Fill out the SHORT TITLE and DEPARTMENT as it should appear in the catalogue and information related to areas you are requesting to change ONLY. Leave other fields blank.

74. This Proposal is to: (check all that apply) *

Check all that apply.

- Change the Course Number/Level
- Change the Course credits
- Change the Course Pre or Co-requisites
- Change Course to Variable Topics rubric
- Change the Course Title
- Change the Course Description
- Course capacity
- Other: _____

75. Course department/program (as currently listed in the catalog)

76. Course department/program (as it should appear in the catalog) **Mark only one oval.*

- Anthropology
- Art
- Art History & Visual Cultural Studies
- Asian & Mideastern Studies
- Astronomy
- Biochemistry, Biophysics & Molecular Biology
- Biology
- Chemistry
- Chinese
- Classics
- Composition
- Computer Science
- Economics
- English
- Environmental Studies
- Film & Media Studies
- Foreign Languages & Literatures:French
- Foreign Languages & Literatures:German
- Gender Studies
- Geology
- Global Literature
- Hispanic Studies
- History
- Interdisciplinary Studies
- Japanese
- Mathematics & Statistics
- Music
- Philosophy
- Physics
- Politics
- Psychology
- Race & Ethnic Studies
- Religion
- Rhet, Writing, & Public Disc
- Sociology
- Sport Studies, Recreation and Athletics
- Theatre and Dance

77. **Course number (as currently listed in the catalog)**

78. **Course number (if changing, as it should appear in the catalog)**

79. **Course credits (as currently listed in the catalog)**

80. **Course credits (if changing, as it should appear in the catalog)**

Make a selection below to specify credits or use this credit calculator link -> <https://goo.gl/AA3AmT>

Mark only one oval.

- 1 cr - 1 mtg X 50 min/wk - 25 Stu Wrk hrs/Sem
- 1 cr - 1 mtg X 170 min/wk - lab Minimal Stu Wrk hrs/Sem
- 2 cr - 1 mtg X 80 min/wk - 59 Stu Wrk hrs/Sem
- 2 cr - 2 mtg X 50 min/wk - 50 Stu Wrk hrs/Sem
- 3 cr - 2 mtg X 110 min/wk - 42 Stu Wrk hrs/Sem
- 3 cr - 2 mtg X 80 min/wk - 70 Stu Wrk hrs/Sem
- 3 cr - 3 mtg X 50 min/wk - 75 Stu Wrk hrs/Sem
- 4 cr - 4 mtg X 50 min/wk - 100 Stu Wrk hrs/Sem
- 4 cr - 3 mtg X 50 min/wk - 120 Stu Wrk hrs/Sem
- 4 cr - 3 mtg X 80 min/wk - 80 Stu Wrk hrs/Sem
- 4 cr - 2 mtg X 80 min/wk - 117 Stu Wrk hrs/Sem
- 4 cr - (standard class + attached lab) - Any 3-credit configuration plus lab
- Other: _____

81. **Direct faculty instruction time per semester, in hours (if changing).**

82. **Anticipated student out of class work time per semester, in hours (if changing).**

83. **Full title (As currently listed in the catalog)**

84. Full title (as it should appear in the catalog. Limit is 40 characters, including spaces, when entered into CPST. However, there is no character limit for the full title to appear in the catalog).

85. Short title (as currently listed). *

86. Short title (as it should appear in the catalog. Limit is 25 characters. This will appear on the transcript.) *

87. Description: (As currently listed)

88. Description (as it should appear in the catalog. Include any enrollment restrictions as well as any fees.)

89. Prerequisites (As currently listed)

90. Prerequisites (If changing)

91. Co-requisites (As currently listed)

92. Co-requisites (If changing)

93. Instructor (As currently listed)

94. Instructor (If Changing)

95. Enrollment Cap (As currently listed)

96. Enrollment cap (If changing)

97. List other departments or programs affected, any cross listed courses or credit towards another major or minor.

98. Rationale - Why are these changes necessary *

99. Resource and staffing implications *

Indicate any reallocation or addition of instructional staff and/or adjustment of the (rotation of) courses taught by instructional staff and/or administrative staff workload made necessary by the adoption of this course. Also, indicate any library, technology or other resource requirements made necessary by this addition.

Check all that apply.

- Course fees
- Field Trip fees
- Technology
- Additional Staff
- Other: _____

100. Submitted by

Department or program chair

Stop filling out this form.

Modify a Major or Minor