**Request for a Reportable Change to a Course**

This form is uploaded at <https://www.roanoke.edu/inside/a-z_index/academic_affairs/faculty_information/course_proposals> . No syllabus is required. Click the SUBMIT button to upload. The uploaded document goes to your chair first, moving forward to CC only after the chair’s electronic approval.

Use this form only for changes that are reportable to the faculty: changes in title, prerequisites, or modest changes in the course description that do not indicate a significant change in the course content. If you need more significant changes, use the ***Request to Add or Significantly Modify a Course Form***.

**Date:** Click here to enter a date.

**Faculty member completing form**: Click here to enter text.

**Current course designator and number (e.g. RELG 101):** Click or tap here to enter text.

**Has the course been taught in the past 5 years?** Choose an item. **If not, you must complete the *Request to Add or Significantly Modify a Course Form.***

**What change(s) are you requesting? (Complete only those that you wish to change)**

1. **Title**
   1. **Current Title:** Click or tap here to enter text.
   2. **Requested Title:** Click or tap here to enter text.
2. **Course Designator or Number**
   1. **Requested Designator and Number:** Click or tap here to enter text.
3. **Prerequisite** 
   1. **Current Prerequisite:** Click or tap here to enter text.
   2. **Requested Prerequisite:** Click or tap here to enter text.
4. **Description**
   1. **Current Description:** Click or tap here to enter text.
   2. **Requested Description (max 50 words):** Click or tap here to enter text.
5. **Other:** Click or tap here to enter text.

**What is the rationale for the change(s)?** Click or tap here to enter text.

**List all majors, minors, or concentrations that include this course.** Click or tap here to enter text.

**Please add any additional information or comments that you would like to share with CC:**

Click here to enter text.