

# Course Change Request

(Curriculum Change Request)

**Important Notes:**

- All CCR forms need to be submitted electronically and one hard copy with signatures needs to be submitted to Academic Scheduling Coordinator in the Registrar's office.
- Additional instructions on how to fill out CCR form below.

## Course Information

DEPARTMENT:	Writing, Literature, and Language	
COLLEGE/SCHOOL:	College of Liberal Arts	
COURSE PREFIX & NUMBER:	WRIT 357	CREDITS: 4
COURSE TITLE (75 character limit): Writers as Readers		

**PROPOSED CHANGE(S):**  
\_\_\_\_Spring, '25\_\_\_\_

**Effective Term:**

**Check all that apply**

COURSE PREFIX & NUMBER:

COURSE TITLE (75 character limit):

CREDITS:

CONTACT HOURS: Class: Laboratory:

PRE-REQUISITE(S):  
 Enforced: Yes or No

CO-REQUISITE(S):

COURSE DESCRIPTION:

SPECIAL MESSAGE/

OTHER INFORMATION/LEARNING OUTCOMES: This course can be repeated for credit.

DELETE FROM ACTIVE CURRICULUM (END DATED)

REINSTATE INTO ACTIVE CURRICULUM

DOUBLE LISTING (LISTS COURSE UNDER ADDITIONAL SUBJECT PREFIX. DOES NOT MODIFY ORIGINAL COURSE LISTING)

Approved:	Signature	Date
Department Chair/ Curriculum Coordinator		
Dean		
Recorded:		
Registrar/Academic Scheduling Coordinator		

Office Use Only

## **Completion and Submitting Instructions:**

1. Make sure all the information requested below is filled out. Do not abbreviate.

DEPARTMENT:	_____
COLLEGE/SCHOOL:	_____
COURSE PREFIX &	_____
NUMBER:	_____
COURSE TITLE (75 character limit):	_____

<b>PROPOSED CHANGE(S):</b>	<b>Effective Term</b>
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\*\*\*Effective Term should not have a date but rather the semester changes will go into effect. For example, Summer 20211, Fall 20213 and Spring 20215.

2. Any type of content change, refer to Course Descriptions and Course Outlines webpage (see link). Please include BOTH old and new content material on additional sheet, if necessary.  
<https://www.metrostate.edu/academics/courses>
3. CCR needs to be dated and approved by both Department Chair and Dean. Electronic signatures are acceptable.
4. Submit one electronic word document and one hardcopy to the Registrar's Office/Academic Scheduling Coordinator, Lori Page. (The Academic Scheduling Coordinator will return one signed copy to appropriate college office for records).