Example #1 – Creating a course that is NOT a degree requirement
(note the highlights)

CURRICULUM CHANGE REQUEST
Department of Basketry⁶
November 6, 2016
Contact person: John Doe, Ext. 5555

Nature of Change
Create BSKW 474 Basket Weaving and Popular Culture

Current Catalog Statement
N/A

Proposed Catalog Statement
BSKW 474 BASKET WEAVING AND POPULAR CULTURE (3-0-3)(F/S). Examines how basket weaving is portrayed in a multitude of popular media outlets including movies, magazines, and television. Explores cultural, artistic, and political views on basket weaving. PREREQ: upper-division standing.

Justification for Change
With the additional attention to fashion-inspired basketry, the course was created based on student demand. It is an ever-growing method of art and personal expression. Additionally, this course has been a special topics course for three times and must be offered as a regular course.

According to the Office of the Registrar, the course number has been confirmed to be available.

Projected Enrollments
This course is projected to enroll about 20 students per term. This course needs to be hands-on and requires a smaller class. The major has approximately 60-80 students at various stages of completion.

Resources Required
No additional resources are required. Current teaching assignments cover these courses.

Library Resources Verification
Current resources are adequate. The department will continue to review relevant new resources and collaborate with library representative on updating holdings.

Semester Offered
Fall/Spring

Implementation Date
Fall 2017

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⁶ All references to “The Department of Basketry” or “Basket Weaving” courses and/or majors/emphases or contact names/numbers associated to this department and/or major/emphases are fictitious for example purposes only. Any similarities created are unintended.