

## MSU College of Engineering New Course/Course Change/Course Deletion Procedure

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The following is the procedure for adding a new course, changing a course, or deleting a course in the College of Engineering.

1. Download and complete the appropriate form from the MSU web site:
  - a. For undergraduate courses:  
[http://www.montana.edu/wwwprov/forms/new\\_course\\_forms\\_ug.html](http://www.montana.edu/wwwprov/forms/new_course_forms_ug.html)
  - b. For graduate courses:  
[http://www.montana.edu/wwwprov/forms/new\\_course\\_forms\\_grad.html](http://www.montana.edu/wwwprov/forms/new_course_forms_grad.html)
2. Answer the questions on the COE Course Change and Course Deletion Form on the next page if you are making a **course change** or **deleting a course**.
3. Give the MSU form and the answers to the questions on the COE Course Change and Course Deletion Form (if required) to the Assistant Dean of the COE, who will forward the information to the COE Curriculum Committee for approval.
4. After COE approval, the MSU form will be returned to your department so that it can be forwarded to the MSU Undergraduate Studies Committee.

## COE Course Change and Course Deletion Information Form

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**For Course Changes**    **Department** \_\_\_\_\_    **Course Number** \_\_\_\_\_

If the **course change** includes any changes other than simply a change in title or other editorial changes, answer the following question(s):

Are any students outside your department served by this course?    Yes \_\_\_\_\_    No \_\_\_\_\_

If "yes," which departments? \_\_\_\_\_

If "yes," have the appropriate people in the other departments been notified of the change(s)?

Yes \_\_\_\_\_    No \_\_\_\_\_

If any substantive changes to the course content have been made, provide a rationale for the change. The rationale could include documentation from assessment if appropriate. (Attach a separate page if necessary.)

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**For Course Deletions**    **Department** \_\_\_\_\_    **Course Number** \_\_\_\_\_

Are any students outside your department served by the course?    Yes \_\_\_\_\_    No \_\_\_\_\_

If "yes," which departments? \_\_\_\_\_

If "yes," have the appropriate people in the other departments been notified of the course deletion?

Yes \_\_\_\_\_    No \_\_\_\_\_

Is the course a required course?    Yes \_\_\_\_\_    No \_\_\_\_\_

If "yes," how will deleting the course impact your curriculum? (Attach a separate page if necessary.)