

# Curriculum Council Notification Form for Non-Action Items

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**TO:** Associate Dean of Curricular and Faculty Development, Mellon Center **DATE SUBMITTED:** \_\_\_\_\_

**FROM:** (Name) \_\_\_\_\_ (Department) \_\_\_\_\_

**Email address:** \_\_\_\_\_

Non-action items include notifying CC of specific courses being offered under existing Special Topics rubrics or Experimental course rubrics that offer no general education credit. All other curricular changes require CC action. Please review the procedures listed in the *Curriculum Council Handbook* in order to select the appropriate form.

1. Course number (including any cross-listed courses): \_\_\_\_\_

2. Course title: \_\_\_\_\_

3. Please provide a course description for the Registrar's records. Course descriptions should not exceed 50 words. The description must include (a) title; (b) prerequisites; and (c) when offered, although those items do not count against the 50-word limit.

4. Please list any prerequisites: \_\_\_\_\_

5. When will this course be offered? (cannot be current or past term) \_\_\_\_\_

6. Is/are any other department(s) affected in any way by this information (e.g., course is cross-listed, team-taught, required or elective in another major or minor, etc.)?

No.  Yes. If yes, in what way?

\_\_\_\_\_

\_\_\_\_\_  
Signature of the Head(s) of the Affected Department(s), School(s) or Program(s)

The Curriculum Council assumes that the faculty members of your department and any affected department(s) and/or program(s) have seen and approved of this request. Please sign below if this assumption is correct:

\_\_\_\_\_  
Signature of Faculty Member Primarily Responsible for This Proposal

\_\_\_\_\_  
Signature of the Chair or Director of the Department, Program, or School

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