

**HARDING UNIVERSITY**  
Graduate Academic Affairs Process

Graduate and Professional Course Change Approval Form

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College or Department \_\_\_\_\_

Course \_\_\_\_\_

- A. Type of Change:**
- Drop Course
  - Add Course
  - Revise Course
  - Alter Course Description
  - Editorial Change Only

**B. Description of Change:**

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**C. Catalog Information:** Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_  
Credit Hours: \_\_\_\_\_ Semester(s) Offered: \_\_\_\_\_

Course description (to be printed in Graduate and Professional Catalog):

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Pre-requisites/Co-requisites:

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Fees: *See course fee schedule in catalog*

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**D. Rationale/Needs Analysis:**

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**E. Attach a one-page syllabus or topic outline to this form.**

**F. Responses to Questions:**

1. Is there a qualified full-time faculty member to teach the course?

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2. How often will this course be offered?

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3. Does this course overlap another course? If so, explain.

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4. What resources will be needed? Please include library, computer hardware/software, laboratory supplies, and/or other resources needed.

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5. If a course is being added and no course is being deleted, provide an explanation.

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6. If this proposal affects any other department/program, graduate or undergraduate, please provide the signature of the chair/dean of that department/program (number 4, below).

**G. Unit/Committee Action: Provide signature and date of unit/committee action.**

1. Department \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Department Chair)

2. College \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Dean of the College)

3. ITS \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of VP of ITS)

4. Other Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Dean/Chair)

5. Registrar \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Registrar or Associate Registrar)

6. Graduate Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Dean of Graduate Programs)

7. Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Vice President for Academic Affairs)