

Tuskegee University

Office of the Provost

Minor Course Change Document

According to the Academic Affairs Guidelines, a change in the course textbook or prerequisite, as well as minor title, and course number changes do not warrant a review by the Faculty Senate Curriculum Committee. The Office of the Provost provides final approval for all minor course changes. Please answer the following questions. Only minor course changes will be approved. ***ALL other course changes must be completed through the formal process with the Faculty Senate Academic Affairs Committee.***

Person proposing the change

_____	_____	_____	_____
Name	Faculty Rank	Department	Academic Unit

What is the course number for which the minor change is proposed?

_____	_____	_____	_____
Course Number	Course Title	Department	Academic Unit
Undergraduate		Graduate	

What is the proposed minor change to the course (Check all that apply)?

Textbook change	Old Title	New Title
Course pre-requisite change		
Course Title change	Old Title	New Title
Course Number change	Old Number	New Number
Pilot Course		
Credit Hour change	Previous credits	New credits

What is the justification for the pending change?

Have you informed the Faculty Senate Curriculum Committee of the proposed change? Yes or No

Approval Signatures

Recommend

Not Recommend

Date

Department Chair

Recommend

Not Recommend

Date

Dean of College/Academic Unit

Recommend

Not Recommend

Date

**Chairperson, Faculty Senate
Academic Affairs Committee**

Recommend

Not Recommend

Date

**Provost/Vice President for
Academic Affairs or Asst. Provost
for Academic Affairs**

NOTE: Please forward a copy of the finalized document to the SACSCOC Liaison for compliance and record updating purposes.