***Hofstra University***

***Curriculum and Standards***

***Quick Action Proposal Form***

**For Minor Changes Only**

(September, 2013)

|  |  |
| --- | --- |
| Identifying Code: | Date: Select date |

***COLLEGE/SCHOOL & DEPARTMENT INFORMATION:***

|  |  |
| --- | --- |
| College/School: Select college/school | HCLAS ONLY: Select HCLAS Division |
| Department/Program: | |
| Chairperson’s Name: | |

***A. COURSE/PROGRAM TITLE:***

|  |  |  |
| --- | --- | --- |
| Course/Program Title: | | |
| Course Prefix: | Course #(s): | Sem. Hours: |

***B. ACTION REQUESTED:***

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| --- |
| 1. Level:  Undergraduate  Graduate |
| 2. Minor Change:  bulletin description  drop/inactivate  reactivate/reinstate  course title  course number  change/add prerequisites  change semester hours  add DL format to existing course  other; details: |
| 3. **BANNER ATTRIBUTES – added and/or changed for existing courses**:   1. Distribution Courses (HCLAS only):   AA (App & Anal)  HP (Hist Phil & Rel)  BH (Beh Soc Sci)  IS (Interdisciplinary)  CC (Cross Cultural)  LT (Literature)  CP (Creative Partic)  MA (Mathematics)\*  CS (Comp Sci)\*  NS (Natural Sci)  Second Category (optional for CC only)  \* Formerly part of MC (Math/Comp Sci)  (b) Internship/Externship/Field-based courses  INTN   1. Honors Essay/Project/Thesis Course   HR   1. Distance/Hybrid Approval   ADL (Distance Learning)  AHY (Hybrid)   1. Liberal Arts (HCLAS only)   LIB   1. SOE only   FP (Field Placement)  TT (Teacher Training)  SLKS (Skills course) |

***C. BULLETIN TEXT (EXACT WORDING):***

**OLD BULLETIN TEXT**

Copy URL of most recent Bulletin:

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**NEW BULLETIN TEXT**

* Include course number and title, semester hours, when offered (e.g., Fall, Periodically), and where appropriate, any restrictions, prerequisites, or corequisites under Prerequisite(s)/Course Notes.

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***D. EXPLANATION/RATIONALE (if necessary)***

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***G. SIGNATURES***

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| --- | --- | --- | --- |
|  | Signature | Comments | Date |
| Dean |  |  |  |
| Dean, Library  (*if necessary*) |  |  |  |
| Academic Computing  (*if necessary*) |  |  |  |
| Other Department Chair  (*if necessary*) |  |  |  |
| Third Department Chair  (*if necessary*) |  |  |  |
| Other Unit Dean  (*if necessary*) |  |  |  |
| Curric. Comm. Chair  (*if necessary)* |  |  |  |
| Exec., Grad., or Other Comm. Chair  (*if necessary)* |  |  |  |

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| --- | --- | --- | --- |
| Registrar |  |  |  |
| Bulletin Editor |  |  |  |
| Provost |  |  |  |