

This form is to be used for the following actions:

* Title change that does not change the focus of the course
* Course description editing that does not change the focus of the course
* Elimination or substitution of a course pre-requisite. Please remember that all 300-400 level courses need to have at least one pre-requisite.
* Changes to course numbers within the same level, i.e. 100-200 or 300-400.
* Course prefix change
* Adding or deleting electives in a Minor program

**Curriculum Request Form**

**Minimal Change Request**

**Date:**

**To:**

**From:**

**Cc:**

**Re:**

**Effective date of change**:

**If, the course is equivalent to another course, please list the course number and full course name. When making minimal changes to a course, please identify related programs.**

**If you have any questions or concerns related to prerequisite changes please contact KimMarie Markel prior to submitting your request** **markelk@buffalostate.edu**

Please include the following information:

Course number - full course name - action to be taken – brief justification. If a course has more than one action please enter each action separately

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| --- | --- |
| Example - The current title for DMA 101 is Introduction to Digital Media.We would like to change the title to **Digital Media Elementary**.  | New title is more descriptive and less confusing for students than the old title. |
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For minimal changes to programs, complete side by side table. Expand table as needed.

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| --- | --- | --- | --- |
| Approved Curriculum | CR  | Proposed Curricular ChangesChanges in Bold | CR |
| A. Major Required  |  | A. Major Required |  |
|  |  |  |  |
| B. Concentrations/Tracks  |  | B. Concentrations/Tracks |  |
|  |  |  |  |
| C. Major Electives |  | C. Major Electives |  |
|  |  |  |  |