

**Saint Louis University**  
**College of Arts and Sciences**

**Course Deletion/renaming/renumbering Form**

This form is to be used for simple course changes where there should be no need to submit a syllabus for review, such as when course names or numbers are updated for established courses.

Note that moving a course from a temporary number to a permanent one and putting it separately in the catalog for the first time is the creation of a course and uses a longer form.

Please fill in the appropriate responses.

1. Action to be taken (check all that apply):

Prereq Change                       Title Change                       Course Deletion  
 Course # Change

2. Course # \_\_\_\_\_ - \_\_\_\_\_ (if renumbering, list old course # \_\_\_\_\_ - \_\_\_\_\_)

3. Course Title – for transcript and most electronic displays (30 characters max)

\_\_\_\_\_

(if renaming, list old name here \_\_\_\_\_)

4. Long Course Title – used in printed catalog (100 characters max)

\_\_\_\_\_

5. Credit hours (If variable give max & min) \_\_\_\_\_

6. Academic semester to be effective: \_\_\_\_\_

7. Level:  Undergraduate     Graduate

8. **50 word** course description for College Catalog (include prerequisite & co-requisite information, course goals & course content).

**9. Please explain the rationale for the proposed changes.** For renumbering that involves a level change (e.g. 4xx to 2xx) please explain why (a) the course is not so different as to deserve submission of a new course approval form, and (b) why the new numbering will not mislead students about the difficulty level of the course.

Submit the form electronically to [FC-UndergradCurriculumCommittee@slu.edu](mailto:FC-UndergradCurriculumCommittee@slu.edu). The appropriate department chair or program director must be copied on the submission. (9/14)