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| Course Addition/Modification Action Form | |
| **1. Date:** Click here for Date | |
| **2. Type of Action (check one):**  ***NOTE 1:***  *If this course change will result in a program change, complete ONLY a Program Addition/Modification Action  Form, instead of this Course Addition/Modification Action Form, and submit a revised Table 1a for each affected program.* | |
| **Course Addition** | **Course Number Change** |
| **Course Modification** | |
| **3. Course Title:** Course Title | **Course Number:** Course Number |
| *If more than one course, list all courses to be added/modified on the next page of this form.* | |
| **4. Department:** Department | |
| **5.**  **Department Chair’s Letter describing course action attached.** | |
| **6. Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | |
| *Please submit this signed form to Associate Dean for Curriculum for further processing.* | |
| **7. Submitted to the NCC: \_\_\_/\_\_\_/\_\_\_** | |
| **8. A. NCC Action: \_\_\_/\_\_\_/\_\_\_** | |
| **\_\_\_\_Vote to Recommend Approval with no revision** | |
| **\_\_\_\_Vote to Recommend Approval/Revisions Necessary Revisions received: \_\_\_/\_\_/\_\_\_** | |
| **\_\_\_\_No vote taken; Return for Revision Revisions received: \_\_\_/\_\_/\_\_\_** | |
| **\_\_\_\_Vote to Recommend Disapproval** | |
| **Comments:** | |
| **B. NCC Action: \_\_\_/\_\_\_/\_\_\_ (if resubmitted)** | |
| **9.**  **NCC Chair’s Letter describing final NCC recommendation received.** | |
| **10. NCC Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | |
| **11. Submitted to the Dean through the Associate VP for Academic Affairs (AVPAA): Date: \_\_\_/\_\_\_/\_\_\_** | |
| **12. AVPAA’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | |
| **13. Submitted to Gen Ed Committee (GEC) if applicable: \_\_\_/\_\_\_/\_\_\_ Approval Date: \_\_\_/\_\_\_/\_\_\_** | |
| **14. Submitted to NTID Student Records/Registrar’s Office: Date:\_\_\_/\_\_\_/\_\_\_** | |

### Course Addition/Modification Action Form *(continued)*

**List all courses to be added, or modified, or deactivated+added (for course number changes):**

|  |  |  |
| --- | --- | --- |
| **Select Add, Modify, Deactivate + Add**  **(for course# change)** | **Course Title** | **Course Number** |
| Select | Course Title | Course # |
| Select | Course Title | Course # |
| Select | Course Title | Course # |
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