



MEMORANDUM of INTENT

RESPONSE DUE: (date)

FROM: (name), Dean
College of (name)

SUBJECT: (Add/Delete/Change) (Course Number), (Full Title), (Units)

Full Course Description:

For course changes only: Please explain the proposed changes:

This course is required in the following program(s):

Details of how the course affects program(s) above:

This course is an elective in the following program(s):

Details of how the course affects program(s) above:

This course currently (has/does not have) GE status (in Area/Pathway).

This course currently (has/does not have) (US Diversity/Global Cultures) status.

This course currently (has/does not have) Writing (W) status

This course currently (has/does not have) Graduation Writing Assessment (GW) status in (major).

Instructional Materials Accessibility (ATI Compliance): Instructional Materials (e.g. syllabus, tests, course packs, etc) meet ATI requirements: ____ yes

The above information is required.

Add the following to the memo only if applicable:

This course is cross-listed with (course number)

Note: The following require additional paperwork (e.g. application for GE status)

- This course will be proposed for (GE/US Diversity/Global Cultures/Writing/GW) status. (add major if course will be proposed for GW).
- This course will be proposed for Service Learning status.
- This course will be proposed for Green status.

For non-regular course delivery the mode of delivery for this course will be:

For courses that may be repeated only:

Students who take this course may repeat it for credit (x) times.

Additional explanatory material for understanding the need for the add, delete, or change.