



# CURRICULUM & ARTICULATION FORM

Please use this printable form for course changes, additions, deletions, and for new programs or changes to existing programs. For most changes, you will need to submit additional forms as well. For a full explanation of the process see Navigating the Maze that is Curriculum & Articulation and Curriculum & Articulation Committee.

## SUBMISSION INFORMATION

NAME:  PHONE NUMBER:  SUBMISSION DATE:

## SUBMISSION PURPOSE

ADD A NEW COURSE       REACTIVATE A COURSE       CREATE A NEW PROGRAM  
 REVISE AN EXISTING COURSE       DEACTIVATE A COURSE       CHANGE A PROGRAM  
 DEACTIVATE A PROGRAM

## COURSE INFORMATION

PREFIX AND NUMBER:  CROSS-LISTED AS:  CREDITS:  GRADING BASIS (A-F OR S/U):

TRANSFERABILITY:  Course is TRANSFERABLE for an NSHE Baccalaureate degree  
 Course is NON-TRANSFERABLE (formerly called a "B" course)

REPEATABILITY:  A student may earn credit[s] for this course only one time and can retake this course to improve a grade, but will not receive credit more than once.  
 After successfully completing this course once, a student may repeat this class for additional credit:  
 Up to a total of  credits OR up to a total of  times.

TITLE: Is this a title change? Yes  No  New Course

CATALOG DESCRIPTION: Provide new description or leave blank if not changing.

This is a one-to-four credit lecture, discussion and laboratory course designed to introduce students to millwright and process terminology. Students will learn basic terminology and functions of primary process equipment and their sub-components. This course will cover basic safety, introduction to material handling, basic communication skills and human relations skills, and basic employability skills from the NCCER core curriculum and orientation to the trade from NCCER Millwright national curriculum. This course will also cover parts of basic safety policies and procedures for use in the laboratory and also translate to the job or work site safety.

PREREQUISITE(S): Provide new prerequisites or leave blank if not changing.

COREQUISITE(S): Provide new corequisites or leave blank if not changing.

NOTIFICATIONS: Which Departments and Deans have you notified? New programs must be discussed with the VPASA.

COMMON COURSE NUMBERING APPROVAL:

If this requires Common Course Numbering approval, what date did you send out the CCN form to ALL six of the other NSHE institutions (universities included)?

Please attach all e-mail replies you receive, as they are required by the System Office.

**DEGREE/CERTIFICATE PROGRAM INFORMATION**

THIS COURSE IS:  NOT a Program Requirement

A Program Requirement

PROGRAMS: If this is a program requirement, list the applicable program(s) below.

*Industrial Millwright certificate and AAS*

**NOTES OR COMMENTS**

ADDITIONAL NOTES AND COMMENTS: Attach an extra page if necessary.

*addition of text to catalog description*

**APPROVALS**

*[Signature]*  
\_\_\_\_\_  
SUBMITTER

*11/27/18*  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT CHAIR

\_\_\_\_\_  
DATE

PEOPLESOFT/CATALOG ADMINISTRATOR  
*[Signature]*  
\_\_\_\_\_

DATE  
*11/27/18*  
\_\_\_\_\_

CURRICULUM AND ARTICULATION COMMITTEE CHAIR  
*[Signature]*  
\_\_\_\_\_

DATE  
*11/27/18*  
\_\_\_\_\_

ARTICULATION OFFICER

DATE

\_\_\_\_\_  
VICE-PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

DATE

CLEAR FORM