This template provides a guide for proposing a course number, name or description change. The motion should be pre-approved by the participating departments and will require faculty approval.

Ref: a motion from (Dept – motion description)

Suggested file name: mo\_dd\_yy\_CAO\_motion\_change\_description

**Date**: [mo-dd-yy]

**To**: WPI faculty

**From**: Committee on Academic Operations (CAO) and [Originator’s name(s), program(s)/department(s)]

**Re**: Motion to change the [course name/number/description] for [WPI course ID e.g., “CSXXXX”], approved by [departments/programs] on [mo-dd-yy].

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**Motion:** On behalf of the [departments/programs], the Committee on Academic Operations (CAO) recommends, and I move that [explain what you want, e.g., “the description for CSXXXX be changed as described below.”]

**Summary:**

This motion proposes changes to the existing course [number/name/description] for [WPI Course ID]. The purpose of this motion is to outline the proposed modifications and their rationale.

**Existing course number, name, and description:**

[Course ID: Title e.g., “CS XXXX: Theory of XXXX”]

[Exact copy of the existing course descriptions shall be included]

Units: [e.g., “1/3”]

Category: [e.g., “Category II”]

[Include any relevant information, for instance, Recommended Background, Prerequisite]

**Proposed course number, name, and description:**

[Course ID: Title e.g., “CS XXXX: Theory of XXXX”]

[New course descriptions shall be included]

Units: [e.g., “1/3”]

Category: [e.g., “Category II”]

[Include any relevant information, for instance, Recommended Background, Prerequisite]

**Explanation of Motion:**

The proposed changes to the course [name/number/description] are as follows:

1. [Specify the details of the first change]
2. [Specify the details of the second change]
3. [Specify any additional changes, as applicable

**Rationale:**

The need for the change arises from [Explain the reason(s) behind the proposed modifications]. The advantages of these changes include [Describe the benefits these changes will bring to students, faculty, or the academic program].

**Impacts on students:**

The modification of the course [number/name/description] will impact current and future students by [Explain the expected changes in student learning outcomes, skills development, or other relevant aspects].

**Resource Needs:**

The change may require additional resources, such as [Specify any required resources, such as textbooks, software, or equipment], in order to support the proposed modifications.

**Implementation Date:**

The proposed changes are expected to be implemented starting from [Specify the intended term or academic year].