

WORKSHEET -- Request to Revise a Course Version 1.4

Current or proposed course number:

Effective (Quarter and Year):

Check the box next to each item below that is to be revised. If an asterisk follows an item, see the guidelines and instructions on the subsequent pages. If the proposed revision is substantive, attach a syllabus.

Section 1:

Number (current number)

Course deletion

New segment to be added to an E-Z umbrella course*

Segment to be restored to an E-Z umbrella course*

Segment to be deleted from an E-Z umbrella course*

Segment to be revised on an E-Z umbrella course

Title/Subtitle*

Units*

Activity or hours per week associated with an activity*

Prerequisite

Catalog Description*

Grading*

Repeatability*

Maximum number of units that may be earned

Number of times the course may be taken in the same quarter

Cross-listed with

Overlap of course content with content of another course

Affects programs and/or prerequisites or descriptions of other courses

Course requirements (e.g. term papers, examinations)

Description (50 words or less; unless Umbrella segments are listed in description or WAC statement is listed in the description):

Justification (for each field checked in section 1):

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UNITS, ACTIVITIES, AND HOURS PER WEEK

Hours per week per unit of credit may not be less than but may exceed those listed below.

- One unit for each hour per week of lecture, seminar, discussion, colloquium, workshop, or consultation
- One unit for each three hours per week of laboratory, practicum, clinic, individual study, scheduled and outside research, fieldwork, extra reading, term paper or written work, screening, internship, tutorial, activity, thesis, and similar assigned problems
- One unit for each two to three hours per week of studio

Activities That Do Not Involve Faculty Contact (e.g., extra reading, individual study, outside research)

New Activity: If an activity that does not involve faculty contact is being added, explain how that activity will be structured and evaluated.

Revised Activity: If the hours per week associated with an activity that does not involve faculty contact are being revised, explain how that activity is structured and evaluated.

Restored Course: If the course is being restored and has an activity that does not involve faculty contact, explain how that activity will be structured and evaluated.

Consultation Hours

If consultation hours are being added, explain how they will be monitored.

CATALOG DESCRIPTION

Write the description in the present tense and limit it to 50 words (do not count grading information, repeatability information, or a list of E-Z subtitles). If possible, do not use complete sentences. However, use sentences that contain more than a list of items or topics.

Examples:

Instead of "This course will introduce students to the history of . . .," use one of the following:

Introduces the history of . . .

An introduction to the history of . . .

Introduction to the history of . . .

Instead of "Functions, equations, and graphs," use a format similar to one of the following:

Explores functions, equations, and graphs . . .

Topics include functions, equations, and graphs . . .

A study of functions, equations, and graphs . . .

E-Z SEGMENTS

New Segment: If a new segment is being added to an E-Z umbrella course, include a description of the segment and a syllabus for the segment.

Restored Segment: If a segment is being restored to an E-Z umbrella course, include a syllabus for the segment.

GRADING STATEMENTS

If the grading conditions need to be explained in the Catalog description, choose one of the following:

Grading statements:

Other Grading statement (if any):

REPEATABILITY STATEMENTS

If the course is repeatable, one of the following statements will be added to the Catalog description: "Course is repeatable" or "Course is repeatable to a maximum of ____ units." To replace the statement with one of the following, check the appropriate box.

Course Repeatable statements:

Number of maximum units course is repeatable to

Credit statement:

Credit statement:

Breadth Information:

Breadth statement

Other

ADDITIONAL INFORMATION

For further information about course guidelines, see the *General Rules and Policies Governing Courses of Instruction* at <http://senate.ucr.edu/committee/?do=info&id=8>

Additional Info: