WORKSHEET — Request to Revise a Course Version 1.4

\*\* Place your pointer on the underlined fields and start typing to fill in text, \*\*
or use an X or a number to fill in “check-box” or numbered fields.

**Current or proposed 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.

|  |  |
| --- | --- |
| \_\_\_ Number (current number: \_\_\_) | \_\_\_ Catalog description**\*** |
| \_\_\_ New segment to be added to an E-Z umbrella course**\*** | \_\_\_ Grading**\*** |
| \_\_\_ Segment to be restored to an E-Z umbrella course**\*** | \_\_\_ Repeatability**\***  \_\_\_ Maximum number of units that may be earned \_\_\_ Number of times the course may be taken in the same quarter |
| \_\_\_ Segment to be deleted from an E-Z umbrella course |
| \_\_\_ Segment to be revised on an E-Z umbrella course |
| \_\_\_ Title/Subtitle |
| \_\_\_ Quarters offered | \_\_\_ Cross-listing |
| \_\_\_ Instructor(s) | \_\_\_ Overlap of course content with content of another course |
| \_\_\_ Units**\*** | \_\_\_ Breadth requirement statement**\*** |
| \_\_\_ Activity or hours per week associated with an activity**\*** | \_\_\_ Affects programs and/or prerequisites or descriptions of other courses |
| \_\_\_ Prerequisite(s) |
|  | \_\_\_ Course requirements (e.g., term papers, examinations) |

**Description of proposed revisions (attach additional sheets if necessary):**

\_\_\_

**Justification for each proposed revision (attach additional sheets if necessary):**

\_\_\_

# 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:

\_\_\_ Graded Satisfactory (S) or No Credit (NC).

\_\_\_ Satisfactory (S) or No Credit (NC) grading is not available.

\_\_\_ Normally graded Satisfactory (S) or No Credit (NC), but students may petition the instructor for a letter grade on the basis of assigned extra work or examination.

\_\_\_ May be taken Satisfactory (S) or No Credit (NC) with consent of instructor and graduate advisor.

\_\_\_ May be taken Satisfactory (S) or No Credit (NC) by students advanced to candidacy for the Ph.D.

\_\_\_ Students who submit a term paper receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade.

\_\_\_ Students who present a seminar receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade.

\_\_\_ Students who present a seminar or submit a term paper receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade.

\_\_\_ Other: \_\_\_

#### 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 is repeatable.

\_\_ Course is repeatable to a maximum of \_\_\_ units.

\_\_ Course is repeatable as content changes.

\_\_ Course is repeatable as content changes to a maximum of \_\_\_ units.

\_\_ Course is repeatable as topics change.

\_\_ Course is repeatable as topics change to a maximum of \_\_\_ units.

\_\_ Other: \_\_\_

#### \_\_Cross-listing statement: Cross-listed with \_\_\_

\_\_**Credit statement** (to limit credit when course content overlaps):

Credit is awarded for only one of \_\_\_

Other: \_\_\_

#### BREADTH REQUIREMENT STATEMENTS

To change the breadth requirement information included in the Catalog description of a CPAC, ETST, FVC, HASS, or WMST course, choose one of the following:

\_\_\_ Fulfills the Humanities requirement for the College of Humanities, Arts, and Social Sciences.

\_\_\_ Fulfills the Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

\_\_\_ Fulfills either the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

\_\_\_ See the Student Affairs Office in the College of Humanities, Arts, and Social Sciences for breadth requirement information.

\_\_\_ Does not fulfill the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

\_\_\_ 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**