**OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST**

**REQUEST FOR COURSE REVISION**

1. Type of Change:

A. Graduate B.

Undergraduate

SUBSTANTIVE

Catalog course changes that affect the basic nature and content of a course (e.g., using a new delivery method, such as distance education, offering programs off-island, changing from lower- to upper-division credits, etc).

NONSUBSTANTIVE:

Changes that do not affect the basic nature and content of a course (e.g., renumbering, changing course name, refining course description or updating student learning objectives, modifying offering schedule, etc.).

BOTH 400/500 400/G

1. Original Course Number and Title:
2. Page/s in current catalog where course is listed:
3. Intended to be Offered:  Fall  Spring  Summer  Intersession
4. Full Description of Requested Change(s):
5. From:
6. To:
7. Effective Date (Catalog Year):

Undergraduate Catalog Graduate Bulletin (If /G course)

Year Year

1. Reason(s) for Proposed Change(s):

APPROVAL RECOMMENDED BY:

UNIT SIGNATURE (use **BLUE** ink please) DATE

For Program

Division Chair

Chair, College AAC/CC

Dean

Technical Review (DESC)

UCRC/GCRC

President, Faculty Senate

(Endorsement of UCRC/GCRC Recommendation)

# APPROVED:

SENIOR VICE PRESIDENT & PROVOST DATE

# COURSE OUTLINE FORM

College: Course Number:

Course Title:

Credit Hours:

Date of Final Approval:

Course counts as:  general education requirement

part of program

elective

1. Course Description:
2. Course Content:
3. Rationale for the Course
4. Skills and Background Required or Expected:
5. Teaching Methodologies:
6. Student Learning Objectives (SLO):
7. Assessment Methods for Student Learning Outcomes (SLO):
8. Methods of Evaluation (How are students graded?):
9. Required and Recommended Textbooks, Readings, or Study Guides:
10. Subsequent Courses:
11. Additional Course Descriptors, if any:

The Calendar of Assignments, Assessment Project, a Statement Concerning the “Americans with Disabilities Act” (ADA) Accommodations for Students, Attendance and Grading Policies are to be included in the course syllabus.

APPROVAL RECOMMENDED BY:

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Division Chair

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NOTE: COPIES OF CURRENT COURSE OUTLINES WILL BE HOUSED IN RESPECTIVE DEAN’S OFFICES, THE OFFICE OF THE PROVOST AND THE CURRICULUM UNIT OF ADMISSIONS & RECORDS.