

REQUEST FOR COURSE REVISION

1.Type of Change:

A. GRADUATE

B. 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).

UNDERGRADUATE

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

2.Original Course Number and Title: _____

3.Page/s in current catalog where course is listed: _____

4.Intended to be Offered: Fall Spring Summer Intersession

5.Full Description of Requested Change(s):

A. From:

B. To:

6. Effective Date (Catalog Year):

_____ Undergraduate Catalog
Year

_____ Graduate Bulletin (If /G course)
Year

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

8. Is this course part of any other program? If so, please attach evidence that you have informed that program of your intention to revise the course (e.g. an email, etc.)

APPROVAL RECOMMENDED BY:

UNIT	SIGNATURE (use BLUE ink please)	DATE
For Program	_____	_____
Division Chair	_____	_____
Chair, College AAC/CC	_____	_____
Dean, of College	_____	_____
UCRC/GCRC (if substantive)	_____	_____
President, Faculty Senate (if substantive)	_____	_____

(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 major 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:

UNIT	SIGNATURE (use BLUE ink please)	DATE
For Program	_____	_____
Division Chair	_____	_____
Chair, College AAC/CC	_____	_____
Dean, of College	_____	_____
UCRC/GCRC (if substantive)	_____	_____
President, Faculty Senate (if substantive)	_____	_____

(Endorsement of UCRC/GCRC Recommendation)

APPROVED:

SENIOR VICE PRESIDENT & PROVOST

DATE

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.