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**Course Revision Form**

**Date**:       **Program:**       **DGS:**

**Current Course Information**

Program abbreviation (*e.g.: ARTHIST or EPI*):       Course number:

Credit hours:       [ ]  This is a variable credit course. Credit range:

Course title:

Grading basis (check one): [ ]  Graded [ ]  Satisfactory/Unsatisfactory [ ]  Student Option

[ ]  This is a variable topic course. It can be repeated for credit up to       times

Permissions: [ ] Students need permission from the instructor to enroll in this course

**Course Elements to be Revised (check each element that will change)**

[ ]  Course number. The new number is to be:

[ ]  Course credit hours. The new credit hours will be:

[ ]  Course title:

Short title (*30 characters max, including spaces and punctuation*):

 Long title:

[ ]  The current number of contact hours per week for this course is      , and the new course will have       contact hours. If the weekly contact hours are not the same as the credit hours, please explain in the attached memo.

[ ]  Variable credit hours

[ ] This course should have variable credit hours. The range is:       In the attached memo, explain how different credit hours will be determined.

[ ] This course should **NOT** have variable credit hours

[ ]  Course repeatability:

[ ] This course should be repeatable for credit up to       times

[ ] This course should **NOT** be repeatable for credit

[ ]  Variable Topic

[ ]  This course should be variable topic. It can be repeated for credit up to       times

[ ]  This course should **NOT** be variable topic

[ ]  Grading basis (select from drop-down list):

[ ]  Permissions

[ ]  Students should need permission from the instructor to enroll in this course

[ ]  Students should **NOT** need permission from the instructor to enroll in this course

Please list any prerequisites for this course, if applicable:

Will this course be taught online, completely or partially? [ ]  yes [ ]  no

If “yes,” will this course be taught (check one):

[ ]  Online only [ ]  Hybrid, with both online and in-class meetings [ ]  Mixed, offered as online or in-class section

**In an attached memo**, please provide a brief rationale for this course change and explanation of the specific changes noted above.

**Attach a sample syllabus for the course**. **The syllabus should clearly indicate**:

* **Intellectual scope**: What topics, methods, techniques, or other subject matters will be covered? Include a list of relevant texts or other sources that students will be expected to study and become knowledgeable about.
* **Goals**: What learning outcomes does the course envision for students?
* **Assignments**: What assignments will students be expected to complete?
* **Grading**: What will be the basis for students' final grade?

**Executive Council Action: Date:**      **[ ]  Approve** **[ ]  Deny**