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): Select One
□ 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