

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

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?
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Executive Council Action: Date: _____ **Approve** **Deny**