Recommendation to Modify a Course

Submitted by:
  Name: Click here to enter text.
  Phone: Click here to enter text.
  Email: Click here to enter text.
  Initiating Dept or Committee: Click here to enter text.
  Date: Click here to enter a date.

Course Details

Subject Area: Click here to enter text.
Catalog Number: Click here to enter text.

First Term Effective: Choose an item. Year: Click here to enter text.

Updates Requested (list new/desired information only)

☐ Enrollment Requirements: Click here to enter text.
  Requirement Type: ☐ Course Requisite (not enforced) ☐ Requirement Group (enforced)
☐ Course Title: Click here to enter text.
☐ Course Description: Click here to enter text.
☐ Minimum/Maximum Units: Click here to enter text.
☐ Course Repeatability: Click here to enter text.
☐ Grading Basis: Click here to enter text.
☐ Course Component(s): Click here to enter text.

New/Updated Course Attributes

Second Language
  ☐ 1st Semester
  ☐ 2nd Semester
  ☐ 3rd Semester
  ☐ 4th Semester
  ☐ Beyond 4th Semester

Course Equivalency
  ☐ Cross Listed (with: Click here to enter text.)
  ☐ Equivalent (to: Click here to enter text.)
  ☐ Mutually Exclusive (to: Click here to enter text.)

☐ Freshman Colloquium
☐ Success Course
• For whom is the course designated (which students targeted)? Click here to enter text.
• Is the course required for targeted students? ☐ Yes ☐ No
• Please explain how the course satisfies the criteria below:
  o Self-exploration and development: Click here to enter text.
  o Major exploration: Click here to enter text.
  o Preparation for careers or graduate school: Click here to enter text.
  o Tools that can help students succeed in their major: Click here to enter text.

General Education
☐ Tier 1 Individuals & Societies
☐ Tier 1 Natural Sciences
☐ Tier 1 Traditions & Cultures
☐ Tier 2 Arts
☐ Tier 2 Humanities
☐ Tier 2 Natural Sciences
☐ Diversity Emphasis

For all General Education courses, please explain how the course satisfies the General Education criteria below:

• Writing: Click here to enter text.
  o Total number of pages the student must write: Click here to enter text.
  o Will at least one writing assignment involve revision after the instructor or peers have provided feedback on a first draft? ☐ Yes ☐ No
• Does the course focus on non-western area studies and/or have a diversity emphasis? ☐ Yes ☐ No
  o Diversity Emphasis or Non-Western Area Studies content, if applicable: Click here to enter text.
• Honors: Click here to enter text.
• Assessment: Click here to enter text.
• Critical Thinking Skills: Click here to enter text.
• Interactive Modes of Instruction: Click here to enter text.
• Information Literacy: Click here to enter text.
• Explain how required readings and materials will be available to students: Click here to enter text.
• Course format- indicate the overall percentage of time spent in the following activities (total should add to 100%):
  o Lecture: Click here to enter text.%
  o Discussion Section: Click here to enter text.%
  o Lab: Click here to enter text.%
  o Practicum/Service Learning: Click here to enter text.%
  o Other: Click here to enter text.%
• Will 40% of grade points be completed by the 8th week of classes? ☐ Yes ☐ No

Honors Course- select one if appropriate.
☐ Honors Course
□ Honors Contract available

Available for Special Exam - select one if appropriate (not available at the graduate level).
□ Special Exam- Credit Only
□ Special Exam- Grade and Credit

□ Writing Emphasis Course - regular junior or senior level courses in which at least half the grade awarded is determined by written work appropriate to the academic discipline.

Modification Summary

Describe all changes to enrollment requirements: Click here to enter text.

Describe all changes to catalog entry: Click here to enter text.

Briefly describe why the change is necessary or desirable: Click here to enter text.

What other courses, departments or programs may be affected by these changes? (Consider such things as prerequisites, crosslisted courses, degree requirements, related changes being made elsewhere, etc): Click here to enter text.

*** A course syllabus should be submitted in addition to this document to support course modifications if course content or units are being updated. All undergraduate and graduate level course syllabi must include all required information listed in the Course Syllabus Policies found in the General Catalog:

- Undergraduate Course Syllabus Policy
- Graduate Course Syllabus Policy