WORKSHEET — Request to Revise a Course  Version 1.3

** Place your pointer on the underlined fields and start typing to fill in text, **
or use an X or a number to fill in “check-box” or numbered fields.

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Current or proposed number:  **EE 214**  Effective:  **F 13** (Quarter and Year)

Check the box next to each item below that is to be revised. If an asterisk follows an item, see
the guidelines and instructions on the subsequent pages. If the proposed revision is
substantive, attach a syllabus.

___ Number (current number: ___)
___ Catalog description*
___ New segment to be added to an E-Z umbrella course*
   ___ Grading*
___ Segment to be restored to an E-Z umbrella course*
___ Repeatability*
   ___ Maximum number of units that may be earned
   ___ Number of times the course may be taken in the same quarter
___ Segment to be deleted from an E-Z umbrella course
___ Segment to be revised on an E-Z umbrella course
___ Title/Subtitle

___ Quarters offered
___ Cross-listing
___ Instructor(s)
___ Overlap of course content with content of another course
___ Units*
___ Breadth requirement statement*
___ Activity or hours per week associated with an activity*
   ___ Affects programs and/or prerequisites or descriptions of other courses
___ Prerequisite(s)

___ Course requirements (e.g., term papers, examinations)

Description of proposed revisions (attach additional sheets if necessary):

We are requesting that the course description be changed to allow the S/NC grading option with the consent of the instructor
and the graduate advisor.

Justification for each proposed revision (attach additional sheets if necessary):

This is an advanced course that targets students who are mostly finished with their course requirements. Creating the option
of taking this course for S/NC grading will appeal to many students and will increase enrollment.
UNITS, ACTIVITIES, AND HOURS PER WEEK

Hours per week per unit of credit may not be less than but may exceed those listed below.

• One unit for each hour per week of lecture, seminar, discussion, colloquium, workshop, or consultation

• One unit for each three hours per week of laboratory, practicum, clinic, individual study, scheduled and outside research, fieldwork, extra reading, term paper or written work, screening, internship, tutorial, activity, thesis, and similar assigned problems

• One unit for each two to three hours per week of studio

Activities That Do Not Involve Faculty Contact (e.g., extra reading, individual study, outside research)

New Activity: If an activity that does not involve faculty contact is being added, explain how that activity will be structured and evaluated.

Revised Activity: If the hours per week associated with an activity that does not involve faculty contact are being revised, explain how that activity is structured and evaluated.

Restored Course: If the course is being restored and has an activity that does not involve faculty contact, explain how that activity will be structured and evaluated.

Consultation Hours
If consultation hours are being added, explain how they will be monitored.

CATALOG DESCRIPTION
Write the description in the present tense and limit it to 50 words (do not count grading information, repeatability information, or a list of E-Z subtitles). If possible, do not use complete sentences. However, use sentences that contain more than a list of items or topics.

Examples:
Instead of "This course will introduce students to the history of . . .," use one of the following:

Introduces the history of . . .

An introduction to the history of . . .

Introduction to the history of . . .

Instead of “Functions, equations, and graphs,” use a format similar to one of the following:

Explores functions, equations, and graphs . . .

Topics include functions, equations, and graphs . . .

A study of functions, equations, and graphs . . .

E-Z SEGMENTS

New Segment: If a new segment is being added to an E-Z umbrella course, include a description of the segment and a syllabus for the segment.

Restored Segment: If a segment is being restored to an E-Z umbrella course, include a syllabus for the segment.

GRADING STATEMENTS
If the grading conditions need to be explained in the Catalog description, choose one of the following:

___ Graded Satisfactory (S) or No Credit (NC).
___ Satisfactory (S) or No Credit (NC) grading is not available.
___ Normally graded Satisfactory (S) or No Credit (NC), but students may petition the instructor for a letter grade on the basis of assigned extra work or examination.

X May be taken Satisfactory (S) or No Credit (NC) with consent of instructor and graduate advisor.
___ May be taken Satisfactory (S) or No Credit (NC) by students advanced to candidacy for the Ph.D.
___ Students who submit a term paper receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade.
___ Students who present a seminar receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade.
___ Other: ___
REPEATABILITY STATEMENTS
If the course is repeatable, one of the following statements will be added to the Catalog description: “Course is repeatable” or “Course is repeatable to a maximum of ____ units.” To replace the statement with one of the following, check the appropriate box.

__ Course is repeatable.
__ Course is repeatable to a maximum of ___ units.
__ Course is repeatable as content changes.
__ Course is repeatable as content changes to a maximum of ___ units.
__ Course is repeatable as topics change.
__ Course is repeatable as topics change to a maximum of ___ units.
__ Other: ___

BREADTH REQUIREMENT STATEMENTS
To change the breadth requirement information included in the Catalog description of a CPAC, ETST, FVC, HASS, or WMST course, choose one of the following:

__ Fulfills the Humanities requirement for the College of Humanities, Arts, and Social Sciences.
__ Fulfills the Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.
__ Fulfills either the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.
__ See the Student Affairs Office in the College of Humanities, Arts, and Social Sciences for breadth requirement information.
__ Does not fulfill the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.
__ Other: ___

ADDITIONAL INFORMATION
For further information about course guidelines, see the General Rules and Policies Governing Courses of Instruction at senate.ucr.edu/Committees/courses/guidelines.pdf