

# Worksheet - Request to Revise a Course for Online only

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

**Online Course Information:** Review the [General Rules and Policies Governing Courses of Instruction](#) Remote Learning information. A syllabus is required for a Revise a course if you are requesting the course to be considered for online or remote learning.

UCR Only: UCR students only

ILTI/UCOP Funded: cross-campus enrollment

MSOL

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**CRS COURSE INFORMATION REQUIRED: Modality update to include ONLINE info.**

**Subject: 2 to 4 characters approved by the Committee on Courses.**

**Course number:**

**Course Long Title: Maximum length is 100 characters. The students will see the long title in the Schedule of Classes.**

**Course Short Title: Maximum length is 30 characters. The students will have this title listed on their transcripts. This title will also appear in SSASECT.**

**Course Type:**

Standard Course

Standard Course with Topics

Umbrella with title in description

Umbrella without title in description

E-Z segment (segment is not listed within the umbrella description)Standard Course

**Effective term:** (Quarter and Year) - Deadlines for submission of Course Proposal see the Committee on Courses website.

**No Other Changes Required; if other changes required please use the Worksheet "Revise a Course (pdf)".**

## Syllabus information:

### Provide an In-Person Syllabus

**Provide an ONLINE Syllabus:** Provide a syllabus for the ONLINE Modality change. Attach to an email or enter here. Please see the [Faculty Checklist](#) on page three to help with your syllabus for Online changes include ange, cross-listed change, and description changes that changes the content of the course.

### Online Syllabus Requirements:

1. Please provide an Online syllabus that includes
  - a. Clear description of evaluation methods for activities listed in CRS;
  - b. Access to the instructor in charge of the course;
  - c. Technical requirements (software and technical support)
  - d. Synchronous or Asynchronous instruction or options
  - e. eLearn/Canvas including materials, and other requirements
  - f. Testing, (i.e. through proctoring service or testing center)
  - g. How will the course be accessed

**Provide a Justification for the online change made in an Online Revise a Course:** A justification is required for each change. Enter all justifications in the box below or provide a document that lists all justifications needed for the revise a course worksheet.