

WORKSHEET – Request to Restore a Course

COURSE number to Restore  Effective (Quarter and Year)

**Check the box next to each item below that is to be revised during the restore process.**

**Each Restore course must have a syllabus attached.**

**Each change will require a justification.**

**Section1:**

- |  |  |
|--|--|
| <input type="checkbox"/> New/Change number <input type="text"/>              | <input type="checkbox"/> Catalog Description |
| <input type="checkbox"/> Umbrella Restore                                    | <input type="checkbox"/> Title/Subtitle      |
| <input type="checkbox"/> Segment change NEW/Change                           | <input type="checkbox"/> Grading             |
| <input type="checkbox"/> Segment deleted/restored                            | <input type="checkbox"/> Repeatability       |
| <input type="checkbox"/> Units   | Session Dup                                  |
| <input type="checkbox"/> Activity Hours per week associated with an Activity | Repeatable Max units OR                      |
| <input type="checkbox"/> Prerequisite  | Content/Topic Repeat                         |
| <input type="checkbox"/> Cross-listed courses <input type="text"/>           | <input type="text"/> # of repeat units       |
| <input type="checkbox"/> Course Requirements (e.g. term paper, examinations) | <input type="checkbox"/> Overlap             |
| <input type="checkbox"/> Affected Programs/Courses                           |  |

Description (50 Words or less; unless Umbrella, WAC, Honors course corresponding; Offered in Summer only)

Justification for each field checked in Section 1

**UNITS, ACTIVITIES, AND HOURS PER WEEK**

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

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- 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 . . .

### **Credit statement:**

### **Breadth Information:**

### **Other:**

### **ADDITIONAL INFORMATION:**

Committee on Courses website URL <https://senate.ucr.edu/committee/?do=info&id=8>