

QUICK TIPS

(for the PREPARER'S COURSE REQUEST CHECKLIST)

EFFECTIVE QUARTER

Submission deadlines for the Committee on Courses academic years are listed at the senate.ucr.edu courses website.

ACTIVITIES

- The primary/or gradable activity should be listed first.
- Group activities should be listed before individual activities.

STYLE GUIDELINES

For further information, see the pages listed below in the *University of California, Riverside Style Guidelines for Course Requests*:

- General Guidelines – pages 4-10
- Courses (number format) – page 6
- Credit Statements – page 2
- Descriptions – page 2
- Grading Statements – page 2
- Prerequisite(s) – page 3
- Repeatability Statements (conditions) – page 4

CROSS-LISTING

- When a course is cross-listed, its cross-listed partners must be entered in the Cross-listed With field.
- When a cross-listed course is revised, its cross-listed partners must be reentered in the Cross-listed With field.

CREDIT STATEMENT

Credit statements act as an alert that the content of two or more courses overlaps to the extent that credit is not awarded for all of the courses. Because Credit Statements must appear on all affected courses, sometimes multiple course requests must be submitted concurrently.

Examples of Credit Statements (underlined):

Bi-directional: Credit is awarded for only one of RLST 015 or RLST 015H.

The above statement should appear in the Credit Statement field of both RLST 015 and RLST 015H.

One-directional: Credit is not awarded for CS 005 if it has already been awarded for CS 010.

The above statement should appear in the Credit Statement field of CS 005, but not in the Credit Statement field of CS 010.

Overlap but not duplication of credit or removing credit overlap from two courses: Enter in overlap information in the third field in CRS,

An example of removing credit overlap between two courses: POSC 214 and POSC 264 -These two courses are offered with a substantially different content, emphasis, and method. While POSC 214 examines various issues pertaining to international trade, POSC 264 explores broad theories of institutions, collective action, and international cooperation.

Justifications are required for new or change or explanation of credit overlap without duplication of credit.

Enter in the justification in the third box in the credit overlap field in CRS.

OTHER COURSES/PROGRAMS PAGE OF THE COURSE REQUEST

Affected Majors/Minors/Programs Reports

A major/minor/program is affected only if paperwork must be submitted to update it. Therefore, the preparer must look in the *General Catalog* where the report indicates the course appears to determine if the course request actually affects the major/minor/program. For example:

The title of GEO 007 is changing.

GEO 007 and its title appear in the list of degree requirements for the B.S. in Geology in the *General Catalog*.

The B.S. in Geology is affected.

The title of ANTH 004 is changing.

ANTH 004 appears in the list of degree requirements for the B.A. in Anthropology in the *General Catalog*, but its title does not.

The B.A. in Anthropology is not affected.

Example of an entry in the comments section for programs or majors affected.

- Because this course is being deleted, it will no longer be an option to meet the major requirements for the B.S. in Bioengineering.

Affected Courses Reports

Example of an entry in the comments field

- Because this course is being renumbered, its course number will change in the prerequisites of ANTH 187 and the Credit Statement of SOC 132.

Courses That Do Not Appear on Reports

Not all courses that affect a major/minor/program or another course will appear on reports. For example, reports will not include new courses or E-Z or series courses that affect each other.

Example of an entry in the comments field for the program reports.

- This new course will be a requirement for the M.S. in Statistics.

Examples of entries in the comments field in CRS

- This new course will be a prerequisite for ENGL 001C.
- The addition of a prerequisite to this course (ENGL 042 E-Z) requires the addition of the same prerequisite to ENGL 142E, ENGL 142G, ENGL 142J, and ENGL 142S.
- The change in the description of this course (SPN 001) requires that the descriptions of the other courses in its series (SPN 002 and SPN 003) also be changed.

SYLLABUS

Examples of Weighted Grading Criteria:

Discussion section – 10% of grade	Discussion section – 25 points
Term paper – 30% of grade	Term paper – 100 points
Midterm – 20% of grade	Midterm – 100 points
Final – 40% of grade	Final – 225 points

Note that students must be evaluated in all activities (lecture, laboratory, discussion section, extra reading, screening, etc.) that justify units, and the method and weighting of evaluation of each such activity must be evident.

JUSTIFICATIONS

Justifications should provide the reason(s) it is necessary or advisable for establishing, restoring, deleting, or changing a course. That is, they should not simply restate what is being requested or state who initiated the request.

Example: The activities of a course are being changed as follows:

<u>From:</u>	<u>To:</u>
Lecture, 3 hours per week	Lecture, 3 hours per week
Laboratory, 3 hours per week	Laboratory, 3 hours per week
	Discussion, 1 hour per week

Acceptable Justification

Adding a discussion section will benefit students by providing them with the opportunity to review difficult concepts covered in the lecture and to ask questions regarding required reading not covered in the lecture.

Unacceptable Justifications

- A discussion section is being added to the course.
- The instructor requested that a discussion section be added to the course.