

Worksheet - Request to Revise a Course

** 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.

Level:

Undergraduate = 001- 199

Graduate = 200 - 299

Professional = 300 or above

Priority Enrollment : Request priority enrollment when a course is impacted and students are adversely affected. For policy information related to this selection, please visit the Academic Senate Committee Courses web site [Academic Senate Committee Courses web site](#). Please attach all the courses report data to your preparer for the requesting of or renewal of Priority Enrollment. Select Change in CRS and then Select PR for a course revision.

Yes

No

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

ILTI/UCOP Funded

MSOL

Undergraduate

Graduate

CRS COURSE INFORMATION REQUIRED FOR A REVISE A COURSE PROPOSAL

Course Subject: 2 to 3 characters approved by the Committee on Courses.

Course number or Renumber:

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)

Effective term: (Quarter and Year)- Deadlines for Submission of Course Proposal see the Committee on Courses [web site](#). Once a course is approved the course can be offered any term.

Offered in Summer only: If your course can be offered in any term do not select yes.

Yes

No

Offered once: Select only if you want the course offered once only.

Yes

No

UNITS AND ACTIVITIES:

OVERALL UNITS: Enter in Fixed (4 units) or Variable Units (1 to 4 units).

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 (1:1) of colloquium, consultation, discussion, lecture, seminar, or workshop
- One unit for each three hours per week (1:3) of activity, clinic, extra reading, fieldwork, individual study, internship, laboratory, practicum, research (scheduled and outside), screening, term paper, thesis, tutorial, written work, and similar assigned problems
- One unit for each two to three hours per week (1:2-3) of studio

Activities and hours per week: Indicate below the number of hours per week that students will spend in the activities listed (leave blank those that do not apply).

Activity	Field	Research individual	Term Paper
Clinic	Internship	Research Scheduled	Thesis
Colloquium	Individual Study	Screening Individual	Tutorial
Consultation	Laboratory	Screening Scheduled	Workshop
Discussion	Lecture	Seminar	Written Work
Extra Reading	Practicum	Studio	

Cross-listed with: List all cross-listed partners

Course Prerequisite information: There are multiple types of Prerequisites that are acceptable. Please review all.

Corequisite: A corequisite is a course that is 100% concurrent enrollment for both proposals. Both proposals will have each other's course listed here. Multiple corequisites cannot be listed here. Only one course can be consider a corequisite area in CRS.

Prerequisite(s): A prerequisite must be an active course. In this section you will also decide if the prerequisite requires a minimum grade and if the course may be taken concurrently or if the course is only a prerequisite.

Other Prerequisite(s): Enter additional prerequisite information that will display in the Catalog. Example: "or equivalent" ;

Major Restrictions: Indicate the Major restriction(s) for this course. List the Major codes of the restriction here; Example: Education, Society, Human Dev – (ESHD)

Class Standing Restriction: If your course is a graduate course you do not need to select any of the following if your course prerequisite is the minimum of "graduate standing or consent of instructor". If your course is a course that undergraduate and graduate students can enroll in then you will select class information here.

Freshman

Sophomore

Junior

Senior

Credential

Masters

Other Restrictions: List any special required restriction; Example: "a sufficiently high score on the placement examination, as determined by the Mathematics Department"

Special Requirements: Enter special requirements that will display in the Catalog Description. Example: "permission by faculty". This special requirement is enforced by the department and not the Registrar Office during registration.

Consent of Instructor: Use the selection below to indicate that the course requires consent of instructor. The department is responsible for enforcement of “and consent of instructor.” Or “or consent of instructor”: For all courses 200 and above, the selection of "OR" is required. The department is responsible for enforcement of this restriction. Select one of the following if you want “consent of instructor” to appear with in the description within the general catalog.

And

OR

Description Information:

Read the guidelines in this box before writing the 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 formats:

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 examples:

Explores functions, equations, and graphs . . .

Topics include functions, equations, and graphs . . .

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

Catalog description: Enter your revised description.

Grading: Please see the [General Rules and Policies Governing Course of Instruction](#). Enter your revised grading type.

Letter Grade or petition for Satisfactory/No Credit (S/NC) (undergraduate course default type)

Letter Grade or S/NC, no petition required (Not recommended for undergraduate courses)

Letter Grade only (graduate course default type)

S/NC only

In Progress (IP)

Grading Statement (if required)- Select the approved grading statement per grade types from the [General Rules and Policies Governing Courses of Instruction](#). Enter your grading statement that corresponds to the Grade Type.

Satisfactory (S) or No Credit (NC) grading is not available.

Graded Satisfactory (S) or No Credit (NC).

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.

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.

Students who present a seminar or submit a term paper receive a letter grade, other students receive a Satisfactory (S) or No Credit (NC) grade.

Course is Repeatable: Review the [General Rules and Policies Governing Course of Instruction](#) to determine if your course can be considered to be repeatable.

Yes

No

Repeatability Statement: If you selected yes for course is repeatable you must enter a statement and follow the [General Rules and Policies Governing Courses of Instructions](#) for Repeatable courses.

Course is repeatable

Course is repeatable as topic/content changes

Repeatable units: Enter the amount of repeatable units.

If **repeatable**, may the student take more than one section of the course in a single quarter?

Yes

No

Credit Overlap: Bi-directional (on both course proposals). Enforced at registration. "**Credit is awarded for only one of ANTH 007 or ANTH 007S.**" Provide in the course subject and numbers.

Credit Overlap: One-directional (on one proposals), or is a sequential course. The department enforces, information will be loaded to the description to help in enforcement. **Example: "Credit is awarded for only one of the following sequences: CHN 001, CHN 002, CHN 003, and CHN 004; CHN 001, CHN 002, and CHN 020B; CHN 020A and CHN 020B."**

Credit Overlap: (students can get credit for both courses but there is overlap). Provide/describe the overlap. Also enter the justification for one-directional, bi-directional and if students can get credit for both.

BREADTH REQUIREMENT STATEMENTS

To change the breadth requirement information included on the Colleges Breadth websites please provide a memo to the course proposal requesting the course be considered Breadth. Select one of the statements or provide a statement for any other Breadth requirement below and include in the memo. The memo will be entered into CRS in the attachments area. A comment will be entered into the comments field stating that a memo has been attached for consideration for a breadth course.

Select one of the following or create own statement and attach the memo to CRS attachments

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.

Breadth College approval: Select all colleges that will follow CHASS breadth approval for this course. Provide information/approval from CNAS and BCOE that their requirements will include the course as a Breadth requirement for their students.

BUS

CHASS

CNAS

ENGR

Public Policy

Education

Syllabus information:

Syllabus: Provide a syllabus for a course with a substantive change. Attach to an email or enter here. Please see the [Faculty Checklist](#) on page three to help with your syllabus
Substantive changes include unit change, activity changes, repeat change, credit overlap change, cross-listed change, and description changes that changes the content of the course.

Syllabus for an online course already approved as in-person.

Yes

No

ADDITIONAL INFORMATION

For further information about course guidelines, see the General Rules and Policies Governing Courses of Instruction at <http://senate.ucr.edu/committee/8>

Provide a Justification for each change made in a 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.

MMiller updated 11/4/2022