**Course Modify Template**

(Please be sure to review the course catalog in UAccess before submitting modifications.)

Submitted by:

**Name:** Click here to enter text.

**Phone:** Click here to enter text.

**Email:** Click here to enter text.

**Initiating Dept or Committee:** Click here to enter text.

**Date:** Click here to enter a date.

**Course Details**

**Subject Area:**  Click here to enter text.

**Catalog Number:**  Click here to enter text.

**First Term Effective:**  Click here to enter text. **Year:**  Click here to enter text.

**Updates Requested** (list updates or new information only)

**Enrollment Requirements**: Click here to enter text.

**Requirement Type:  Requirement group**(enforced)  **Course Requisite**(not enforced)

**Co-convened** *(Note for course initiator: On the modify form to remove change to “No” to add change to “Yes”.)*

Remove Existing Co-Convene (No)

Add Co-convene (Yes)

**With:** Choose an item.

**Catalog ID of existing course:** Click here to enter text.

**Graduate Level Requirements:** Click here to enter text.

**Course Title:** Click here to enter text.

**Short Course Title** (max 30 char.)**:** Click here to enter text.

**Long Course Title** (max 100 char.)**:** Click here to enter text.

**Course Description:** Click here to enter text.

**Primary/Graded Component:** Choose an item. **Final Exam:  Yes  No**

**Workload Hours:** Click here to enter text.

**Additional Components** (if needed)**:**

1. **Component Type:** Choose an item. **Optional:  Yes  No Workload Hours:** Click here to enter text.
2. **Component Type:** Choose an item. **Optional:  Yes  No Workload Hours:** Click here to enter text.

**Minimum Units:** Click here to enter text.

**Maximum Units:** Click here to enter text.

**Grading Basis:** Choose an item. **Other:** Click here to enter text.

**Repeat for Credit:  Yes  No**

if yes: **Total Units Allowed(required):** Click here to enter text.

**Total Completions Allowed(required):** Click here to enter text.

**Allow multiple enrollments in one term?  Yes  No**

**Learning Outcomes:** (If content/learning outcome changes result in the course changing more than 25% then an inactivation and new add form are needed.) Click here to enter text.

**Field Trip text:** Click here to enter text.

**New/Updated Course Attributes**

**Second Language**

**1st Semester**

**2nd Semester**

**3rd Semester**

**4th Semester**

**Beyond 4th Semester**

**Course Equivalency**

**Cross Listed** (**with:** Click here to enter text.)

**Equivalent** (**to:** Click here to enter text.)

**Mutually Exclusive** (**to:** Click here to enter text.)

**Freshman Colloquium** (195 [House Numbered Course](https://catalog.arizona.edu/policy/university-wide-house-numbered-courses))

**Success Course**

* **For whom is the course designated (which students targeted)?** Click here to enter text.
* **Is the course required for targeted students?  Yes  No**
* **Please explain how the course satisfies the criteria below:**
  + **Self-exploration and development:** Click here to enter text.
  + **Major exploration:** Click here to enter text.
  + **Preparation for careers or graduate school:** Click here to enter text.
  + **Tools that can help students succeed in their major:** Click here to enter text.

**General Education** (Gen-Ed Refresh is being rolled out no new Gen-Eds are being reviewed at this time. Adjustments to existing Gen-Eds are being reviewed. )

**For all General Education courses, please explain how the course satisfies the General Education criteria below if different from what is currently approved or if the course has not been reviewed in 5 years:**

* [**Writing**](https://catalog.arizona.edu/policy/writing-emphasis-course-spring-2022)**:** Click here to enter text.
  + **Total number of pages the student must write:** Click here to enter text.
  + **Will at least one writing assignment involve revision after the instructor or peers have provided feedback on a first draft?  Yes  No**
* **Does the course focus on non-western area studies and/or have a diversity emphasis?  Yes  No**
  + [**Diversity Emphasis or Non-Western Area Studies**](https://gened.arizona.edu/proposal-guidelines/diversity-emphasis) **content, if applicable:** Click here to enter text.
* [**Honors**](https://gened.arizona.edu/proposal-guidelines/honors-accommodations)**:** Click here to enter text.
* [**Assessment**](https://gened.arizona.edu/proposal-guidelines/learning-outcomes)**:** Click here to enter text.
* **[Critical Thinking Skills:](https://gened.arizona.edu/proposal-guidelines/learning-outcomes)** [Click here to enter text.](https://gened.arizona.edu/proposal-guidelines/learning-outcomes)
* [**Interactive Modes of Instruction**](https://gened.arizona.edu/proposal-guidelines/requirements-rubric)**:** Click here to enter text.
* [**Information Literacy**](https://gened.arizona.edu/proposal-guidelines/information-literacy)**:** Click here to enter text.
* **Explain how required readings and materials will be available to students:** Click here to enter text.
* **Course format- indicate the overall percentage of time spent in the following activities (total should add to 100%):**
  + **Lecture:** Click here to enter text.**%**
  + **Discussion Section:** Click here to enter text.**%**
  + **Lab:**  Click here to enter text.**%**
  + **Practicum/Service Learning:** Click here to enter text.**%**
  + **Other:** Click here to enter text.**%**
* **Will 40% of grade points be completed by the 8th week of classes?  Yes  No**

**Honors Course-** select one if appropriate.

**Honors Course** (only for honors students)

**Honors Contract available**

**Available for Special Exam-** select one if appropriate (not available at the graduate level).

**Special Exam- Credit Only**

**Special Exam- Grade and Credit**

**Writing Emphasis Course-** regular junior or senior level courses in which at least half the grade awarded is determined by written work appropriate to the academic discipline.

**Modification Summary**

**Describe all changes to Enrollment Requirements:** Click here to enter text.

**Describe all changes to catalog entry:** Click here to enter text.

**Briefly describe why the change is necessary or desirable:** Click here to enter text.

**What other courses, departments or programs may be affected by these changes?**(Consider such things as pre-requisites, cross-list courses, degree requirements, related changes being made elsewhere, etc.)**:** Click here to enter text.

**\*\*Syllabus** (Preferred file format of .doc or .pdf.)

**Please attach a course syllabus if any of the following apply:**

* General Education Course that has not been reviewed in the last five years
* Changing Content/Learning Outcomes
* Changing course level (moving from upper division to lower division or vice versa)
* Changing course component type
* Changing the number of units by more than one (e.g., from a fixed 1-unit course to a fixed 3-unit course) or from fixed units to any variable range of units
* Adding a new co-convene designation of 'Yes'

**Syllabi must contain all required items listed in the general catalog links below:**

* [**Undergraduate Course Syllabus Policy**](http://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-undergraduate-template)
* [**Graduate Course Syllabus Policy**](http://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-graduate)

**Co-convened course syllabi, 400/500 level, must meet all required items for both the undergraduate and graduate levels as listed in the above links to the General Catalog. Please submit modifications for both the 400/500 level for any changes that need to apply to both)**