



Course Revision Submission Template

Instructions: This is a template intended to assist departments in the online submission of revisions to existing courses. You will need the following information to submit the proposal online. If any fields are not applicable to your proposal, you will be able to leave them blank on the online submission.

Preliminary Information

Date **Department**
Submitter's Name **Emory Email Address**
Best Phone Number

Additional Contact Information

If there is any individual apart from the submitter or DUS whom we should contact for additional questions about this proposal, please list the name and e-mail address.

Are you the chair or DUS? **Yes** **No** *(If yes, please skip to Course Details)*

DUS Name **DUS Email Address**

DUS Phone Number

Has the chair or DUS approved this proposal? **Yes** **No**

If you select no, the proposal will not be considered by the committee. A letter of support from the Chair or DUS is required at the end of this form. This letter is required even when the DUS is submitting this form.

Course Details

Effective Date **Original Course Number**

Original Course Title

Are you requesting a change to the course number, title, or description? **Yes** **No**

New Course Number

New Course Title *(30 character limit)*

New Course Description *(300 character limit, including spaces and punctuation)*

Current Cross-Listings

For any course change, a letter of support is required from departments where there is a current or proposed cross-listing. The letter of support may be attached at the end of this form.

Proposed Cross-Listings

Please remember that you will need to include a letter of support from each department/program with a proposed cross-listing.

Are you requesting a change in pre-requisites or co-requisites?

No changes

Change in pre-requisites

Change in co-requisites

Change in both pre-requisites or co-requisites

Proposed Pre-Requisites and special instructions regarding pre-requisites:

Pre-requisites must be taken prior to enrolling in the course. Include any original pre-requisites that you wish to remain in place. Please remember to explain if these pre-requisites are AND/OR if you are specifying more than one pre-requisite course. Give any special instructions regarding pre-requisites as needed.

Proposed Co-Requisites and special instructions regarding co-requisites:

Co-requisites are usually taken during the same semester as the proposed course, but they may also be taken prior to the course. Include any original co-requisites that you wish to remain in place. Give any special instructions regarding co-requisites as needed.

Are you proposing to change the credit hours for this course?

Yes

No

Please list the proposed credit hours below. For variable credit courses, list the minimum and maximum hours. For fixed credit courses, the minimum and maximum should be the same. For administrative reasons, all Continuing Writing courses are established in OPUS with a non-writing version (e.g. ENG 201 and ENG 201W). All Continuing Writing courses carry an additional credit hour beyond the base course. For example, a 3-hour course with Continuing Writing credit should be listed below as a minimum of 3 credit hours and a maximum of 4 credit hours. A 3-4 variable credit hour course with Continuing Writing credit should be listed as a minimum of 3 and a maximum of 5.

Minimum Number of Credit Hours

Maximum Number of Credit Hours

Credit Hour Justification

Please indicate the reason for changing credit hours and list the approximate contact hours per week in core class meetings and any related components.

Will the addition of this course affect major or minor requirements and/or the degree tracker for your program OR another program?

Yes

No

If yes, please explain below:

Other Proposed Changes: The next pages will ask about GERs and Continuing Writing credit, but if there are any other changes you would like to make to the course, please describe them here.

Give a detailed description of any additional changes you would like to make to the course (repeatability, course components, etc.).

General Education Requirements

Are you proposing or changing General Education Requirements for this course? Yes No

Select the General Education area this course is proposed to fulfill (if applicable)

FWRT	FSEM	MQR	SNT	SNTL	HSC
HAL	HAP	HTH	PED	PPF	

If the course is being proposed with a variable GER tag, please select the second GER it will carry.

MQR	SNT	SNTL	HSC	HAL	HAP
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Please include any relevant information for the committee to consider in relation to the proposed GER tag. (300 word maximum)

Continuing Writing Requirement

Are you requesting that this course be approved for the Continuing Writing Requirement?

Yes No

If the course is already approved for Continuing Writing credit, please select no.

Explain how student writing and the instructor's assessment of that writing are integral to the course.

Continuing Writing Requirement, continued

A minimum of 40% of the course grade is based on writing assignments and a minimum of 20 pages of graded writing is assigned. For this writing, students should be held to the highest standards of correctness in grammar, spelling, punctuation, and usage. Indicate how the graded writing assignments add up to at least 40% of the grade and at least 20 pages. Briefly explain how you will encourage students to conform to the highest standards of correctness (e.g. commenting on drafts, recommending a specific writing guide, etc.).

The course is designed to allow, through an interactive process, improvement of student writing. Indicate how your course meets at least ONE of the following:

- a) Revision of one or more pieces of writing based on the instructor's guidance
- b) Staged writing assignments (e.g., outline, abstract, full paper, etc.) with instructor's feedback used by the students to improve their writing at subsequent stages
- c) Frequent graded assignments for which the instructor's editorial responses contribute toward improvement on subsequent writing assignments
- d) Other (please explain)

Required Supporting Documentation

1. A course syllabus
2. A departmental letter of support from the Chair or DUS
3. Additional letters of support, including letters from departments where a permanent cross-listing has been requested or already exists
4. Any additional supporting materials you wish to submit