**Change to Course Form**

*Instructions:*

*Save this form using the Course Number and Long Title; For example, “****ENGL 1010 Essentials of Writing****”*

*Complete the form, including syllabus (if necessary) and required approvals, and email to michele.nicosia@yu.edu*

**COMPLETE THE FOLLOWING FIELDS: COURSE SUBJECT CODE, COUSE NUMBER, RATIONALE and PROGRAM**

**IN THE FIELDS TO BE ALTERED, ENTER *CURRENT AND PROPOSED TEXT*.**

*(For example,* Course Long Title: *Current – Essentials of Writing; Proposed – Writing Essentials)*

|  |
| --- |
|  |

Course Subject Code

|  |
| --- |
|  |

Course Number

|  |
| --- |
|  |

Honors (Y/N)

Course Long Title *(maximum 100 characters)*

|  |
| --- |
|  |

Course Short Title *(If Long Title is more than 30 characters, provide an abbreviated title with 30 or less characters)*

|  |
| --- |
|  |

|  |
| --- |
|  |

College/School *(For example: SY, YC, ST, FG)*

|  |
| --- |
|  |

Department

|  |
| --- |
|  |

Effective Term

*(First term this course is expected to be offered.)*

|  |
| --- |
|  |

Semester Credits

|  |
| --- |
|  |

Activity and hours *(Academic hours; for example, “Lecture 3 hours”)*

|  |
| --- |
|  |

Degree Level

*(Will this course be offered to UG, GR or DR students?)*

|  |
| --- |
|  |

Prerequisite(s)

*(Include course numbers and titles)*

|  |
| --- |
|  |

Corequisite(s)

*(Include course numbers and titles)*

Course Description *(as it should appear in the catalog)*

|  |
| --- |
|  |

|  |
| --- |
|  |

Rationale (Why is this course changing?)

|  |
| --- |
|  |

Programs - In which program(s) is this course used? As a required or elective course?

Special instructions (optional): Will this course be a lecture, lab, recitation, fieldwork, etc? May students repeat this course for credit? Are there capacity instructions? Will this course require a grade mode other than Standard? What is the course modality (face to face, hybrid, online?)

|  |
| --- |
|  |

**APPROVALS DATE**

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Curriculum Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Dean/Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Office of the Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

**If a syllabus update is needed, use the following checklist for reference**

**Subject Code** (Ex. LAW)

**Course Number**

**Course Long Title** (max 100 characters)

**Abbreviated Title** (If long title is more than 30 characters, provide an abbreviated title containing 30 characters or less.)

**Faculty (author of syllabus), contact information**

**# Credits:**

**Course Description (description to be displayed in the University Catalog)**

*See below for additional guidelines.*

**Learning Objectives**

What should students know or be able to do after taking this course?

Which program student learning goals and objectives does this course address?

**Course Overview** (optional)

**Prerequisites/Corequisites/Restrictions** (if applicable)

**Materials (Texts) Needed for Class**

**Assignments**

**Method of Assessing Student Achievement**

List and describe the assessment methodologies that will be used to determine the extent to which students have achieved the Learning Outcomes listed.

**Basis of Grade Determination**

**Course Outline:**

Weekly breakdown/modules

**Bibliography/Readings**

Guidelines for Writing Course Descriptions

Succinctly describe the course in 1000 characters or less.

Use active language, avoiding ‘may’ or ‘should’ and rather use terms like ‘address, cover, focus on, explore, examine, integrate.’

Do not repeat the course name or number in the course description. For example, avoid something like, ‘Basketweaving 3003 covers the ….’ Instead, write, ‘This course covers the fundamentals of…’

Avoid ‘you’ statements and instead write, ‘students will…’

Include all prerequisites and corequisites at the end of the course description. For example, Prerequisite(s): BKW 3001 and BKW 3002. Corequisite(s): BW 4001.

Do not include what this course is a prerequisite for at the end of the description or in the text.

Include specific enrollment restrictions at the end of the description. For example, Restriction(s): For Basket Weaving students only.

The course description on the syllabus should be the same course description for the catalog. The syllabus should not change without updates to the course catalog. That is, without a course change, the syllabus (title, prerequisites, corequisites and description) should be the same from semester to semester. Additional information about a course can go elsewhere on the syllabus.

Here’s an example:

This course covers the fundamental techniques of basketweaving, including twining, coiling, and plaiting. Students will survey rib basketry and random weaving using straw, vines, fabric, and pliable woods. Students will learn how to apply ancient processes using traditional and modern materials and tools and how to integrate decorative and functional elements. This course focuses on developing the skills needed to make common shapes and embellishments while also allowing students to explore artistic creations. Students will design and produce a lidded ‘Nantucket-style’ basket and a waterproof, patterned, coiled, rush basket. Prerequisite(s): BKW 3001 and BKW 3002. Corequisite(s): BW 4001. Restriction(s): For Basket Weaving students only.