

DIRECTIONS FOR COURSE REVISION OR DELETION

1. Copy inventory page for course to be revised or deleted. The copy is now your **COURSE REVISION FORM**. Each department should have a hard copy of current inventory pages for their area.
2. **DELETIONS:** Check deletion line on copy. Proceed to No. 4.
3. **REVISIONS:** Check revision line on copy. Review all fields, and revise as necessary.

Fields requiring specific information:

Field 9: If revision changes mode of instruction, indicate with one of the following codes:

Lecture with Lab.....	00
Lecture or lecture with formally scheduled discussion, activity, demonstration, clinic	01
Seminar.....	02
Laboratory	03
Internship, Field Experience, Clinical Practice.....	04
Physical Education Activity, Recreation Activity	05
Speech, Fine Arts, and Journalism Activity	06
Independent Study, Directed Readings	07
Research: Masters Thesis, Doctoral Dissertation	08
Individual Instruction	09
Other (explain)	10

*Field 11: A revision to this field (requesting 1, 2, or 3) must be approved by the **General Education Council**. Attach a support memo addressed to the General Education Council to the course revision form.*

General Education--Required Course	1
General Education--Guided Elective	2
General Education--General Elective	3
Will not satisfy General Education	4

*Field 16: If revision involves cross listing a course with another course in inventory, type in prefix and number of other course; **also submit course inventory sheet for other course with change indicated.***

Fields 19 & 25: If revision involves changing a course to variable content/credit, indicate yes on Field 19 and one of the following reasons on Filed 25:

New course experimentation	1
Graduate research and specialized need	2
Internship, Field Experience	3
Response to undergraduate specialized needs.....	4
Other (explain)	5
Undergraduate research.....	6

Course Description: *If no change, please leave blank - OR - type revised description immediately following present description. This should also include any prerequisite/corequisite changes for the course.*

4. **RATIONALE:** include rationale for action requested on bottom of page.
5. Copy "Signature Committee Action Form" onto back of **COURSE REVISION FORM** or attach with paperclip. Please do not staple. The top section s of the "Signature Committee Action Form" will need to be completed.
6. Submit the request to the Office of Academic Affairs for review. The forms will then be forwarded to the appropriate committee to begin the approval process.

NOTE: If the course change (addition or deletion) affects a program, please submit a program revision at the same time.
--