**Course Alteration 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 COURSE SUBJECT CODE AND COUSE NUMBER.**

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

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

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Course Subject Code

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Course Number

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Honors (Y/N)

Course Long Title *(maximum 100 characters)*

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

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

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Department

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Effective Term

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

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Semester Credits

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

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Degree Level

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

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Prerequisite(s)

*(Include course numbers and titles)*

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Corequisite(s)

*(Include course numbers and titles)*

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

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Rationale (Why is this course changing?)

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?)

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**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 and Course Number**

**Course Long Title**

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

**# Credits:**

**Course Description*:*** *content/catalog description*

*(Example for Special Topics courses: Selected topics in XXX, content will vary by semester. May include topics such as X, X, X. May be repeated for X credits.)*

**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?

**Prerequisites/Corequisites**

**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:**