

<b>For Administrative Use Only</b> <u>PS Course ID #</u>	<h1 style="margin: 0;">Request to Revise a Course</h1>
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<b>College:</b>	<b>Department:</b>	<b>Date:</b>
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<b>ORIGINAL COURSE INFORMATION</b> <i>(Complete All Sections Below)</i>
<b>Department Prefix &amp; Course Number:</b>
<b>Course Title</b> <i>(Not to exceed 75 Characters):</i>
<b>Abbreviated Course Title</b> <i>(not to exceed 25 characters):</i>
<b>Semester/Term Change Effective:</b>
<b>Faculty Responsible for the course:</b>
<b>Original Course Description</b> <i>(Not to exceed 50 words):</i>
<b>Credit Hours:</b> ___ or <b>Clock Hours:</b> ___ <b>If variable:</b> Min. ___ Max. ___ per semester
<b>Can this course be repeated?:</b> No    Yes <i>If yes please answer below:</i> Maximum number of hours?    ___ Repeated during same semester?:    Yes    No How many times during a semester may the course be repeated?    ___
<b>Prerequisites:</b>
<b>Course is:</b> <input type="checkbox"/> Required <input type="checkbox"/> Elective <input type="checkbox"/> Selective

<b>REVISE COURSE INFORMATION</b> <i>(Complete only those sections that are to be changed)</i>
<b>Department Prefix &amp; Course Number:</b>
<b>Course Title</b> <i>(Not to exceed 75 Characters):</i>
<b>Abbreviated Course Title</b> <i>(not to exceed 25 characters):</i>
<b>Semester/Term Change will Become Effective:</b>
<b>Faculty Responsible for the course:</b>
<b>Revised Course Description</b> <i>(Not to exceed 50 words):</i>
<b>Credit Hours:</b> ___ or <b>Clock Hours:</b> ___ <b>If variable:</b> Min. ___ Max. ___ per semester
<b>Can this course be repeated?:</b> No    Yes <i>If yes please answer below:</i> Maximum number of hours?    ___ Repeated during same semester?:    Yes    No How many times during a semester may the course be repeated?    ___
<b>Prerequisites:</b>
<b>Course is:</b> <input type="checkbox"/> Required <input type="checkbox"/> Elective <input type="checkbox"/> Selective

**Cross Listed:** No Yes  
Please list cross listed course numbers: \_\_\_\_\_  
Please list original controlling department: \_\_\_\_\_

**Multi-Level:** No Yes  
List other multi-level course numbers: \_\_\_\_\_  
List original controlling department: \_\_\_\_\_

**A form for each cross listed and/or multi-level course must be completed and submitted together as a packet. Definitions of cross listed and multi-level courses may be found on page 4 of this document.**

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*Revisions made to items below may be done by a memo to the Registrar*

**Term(s) or Semester(s):**  Fall  
 Spring  
 Summer

**Normally Offered:**  Rotation  
 Intersession

**Class Type:**  Lecture/Discussion  
 Laboratory  
 Independent Study  
 Clinical  
 Practicum  
(Check all that apply)

**Instruction Mode:** Traditional (FTF > 75%)  
Hybrid (Mixed : < 75% FTF)  
Distance (100% online/ Interactive Video  
Independent/Directed Study  
Internship/Practicum)

Is this course included in a 100%  
online or Interactive Video Curriculum? Yes No

**Class Size per Semester:** \_\_\_\_\_  
**Weeks per Semester/rotation:** \_\_\_\_\_

**Hours per week:** \_\_\_\_\_ Lecture/Discussion  
\_\_\_\_\_ Laboratory  
\_\_\_\_\_ Independent Study  
\_\_\_\_\_ Clinical  
\_\_\_\_\_ Practicum

**Year(s) in Program:**  I  II  
 III  IV

**Evaluation methods:**  Exams  
 Papers  
 Presentations  
 Clinical Performance  
 Other  
(Check all that apply)

**Type of Grading:** Letter  
S/U  
Pass/Fail/Honors (MD Only)

**Term(s) or Semester(s):**  Fall  
 Spring  
 Summer

**Normally Offered:**  Rotation  
 Intersession

**Class Type:**  Lecture/Discussion  
 Laboratory  
 Independent Study  
 Clinical  
 Practicum  
(Check all that apply)

**Instruction Mode:** Traditional (FTF > 75%)  
Hybrid (Mixed : < 75% FTF)  
Distance (100% Asynchronous/Interactive Video)  
Independent Directed Study  
Internship/Practicum)

Is this course included in a 100%  
online or Interactive Video Curriculum? Yes No

**Class Size per Semester:** \_\_\_\_\_  
**Weeks per Semester/rotation:** \_\_\_\_\_

**Hours per week:** \_\_\_\_\_ Lecture/Discussion  
\_\_\_\_\_ Laboratory  
\_\_\_\_\_ Independent Study  
\_\_\_\_\_ Clinical  
\_\_\_\_\_ Practicum

**Year(s) in Program:**  I  II  
 III  IV

**Evaluation methods:**  Exams  
 Papers  
 Presentations  
 Clinical Performance  
 Other  
(Check all that apply)

**Type of Grading:** Letter  
S/U  
Pass/Fail/Honors (MD Only)  
(Memo to the Registrar for temporary grading changes will suffice)

**Rationale for the change:**

**If this revision includes a change to the number of hours for a required course, please describe how this change will affect the overall program.**

**Please attach a copy of your current curriculum and proposed curriculum with this course addition.**

Current and proposed curriculum attached

**Attach a course syllabus and/or course outline. The required syllabus format is located online at [admissions.ouhsc.edu/Portals/1047/assets/documents/Syllabus%20Req\\_APC\\_NewInstrMode12\\_14FINAL.pdf](http://admissions.ouhsc.edu/Portals/1047/assets/documents/Syllabus%20Req_APC_NewInstrMode12_14FINAL.pdf)**

Course syllabus attached

		<b>Please Print or Type Name Below</b>	<b>Signature</b>	<b>Date</b>
<b>APPROVALS</b>	<b>Dept. Chairperson</b>			Date:
	<b>College Curriculum Committee</b> <i>(if applicable)</i>			Date:
	<b>College Dean</b> <i>(if applicable)</i>			Date:
	<b>Graduate Curriculum Review Committee</b> <i>(if applicable)</i>			Date:
	<b>Graduate Dean</b> <i>(if applicable)</i>			Date:
	<b>Academic Program Council</b>			Date:
	<b>Provost</b> <i>(for the President)</i>			Date:

### Instructions for Revising a Course

1. Submit pages 1 through 3 obtain signatures of appropriate college committees and deans.
2. Attach a syllabus using the required format found at <http://admissions.ouhsc.edu/FacultyAdministration/RequiredSyllabusFormat.aspx>
3. Submit the signed original to the Academic Program Council Secretary, LIB 121.

### Instructions on Cross-Listing a Course

1. Cross-listed courses must have identical names, credit/clock hours, course numbers, description, and requirements. Only the departmental prefix can be different.
2. The original department “controls” the course and must agree to any proposed changes.
3. It is the responsibility of the department initiating a cross-listed course, to obtain and submit, along with its own request, a complete copy of this form for each of the cross-listed departments.

### Instructions on Multi-Level Courses

Courses taught together to different levels of students (undergraduate, graduate, & professional) are considered **Multi-Level Courses**. While these courses may have similar content, requirements, and outcomes, they must have different course numbers based on the level of student (4000 for undergraduate, 5000 & 6000 for graduate, and 7000, 8000, & 9000 for professional). Separate Academic Programs Council forms must be submitted for each course. All numbers under which a course is to be multi-level must be indicated on the forms. Each multi-level course must have its own syllabus specific to the level of student. Below are additional requirements for multi-level courses.

#### Undergraduate Multi-Level Courses

Undergraduates may take a 4000-level course with graduate or professional students under a different course number. While lectures may be the same, students in the graduate and professional courses should have substantial additional requirements beyond those expected at the undergraduate level.

#### Graduate and Professional Multi-Level Courses

Multi-Level courses offer content appropriate for both graduate and professional degree programs. However, special consideration should be given to content for the different audiences and discipline needs. Adjustments to the content, requirements, and expected outcomes should be made as necessary. A separate syllabus must be submitted for each course. Professional students who have not earned a bachelor’s degree may not enroll in multi-level courses until they have satisfied the requirements equivalent to a bachelor’s degree as determined by their academic program. Students must have approval of their college academic or advisory committee to earn multiple credits for multi-level courses. Example: If a student takes a course at an undergraduate level, they may not enroll in the same multi-level course for credit at a graduate level or professional level without prior approval from the appropriate academic or advisory committee.

### Description of Instruction Modes:

**Traditional: Face-To-Face Contact:** Instructors interact with students in the same physical space 75% or more of the instructional time.

**Hybrid - Mixed FTF (Hybrid):** Instructors interact with students in the same physical space less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education (including D2L).

**Distance:** Content is offered 100% online or via interactive video. Distance is defined as using one or more of the following technologies to deliver instruction to students who are separated from the instructor and support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies may include:

- (i) the Internet
- (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
- (iii) audio conferencing; or (iv) videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed in clauses (i) through (iii).

**Independent/Directed Study:** Instructors interact with students through a flexible format.

**Correspondence:** Instructors interact with students through mail or electronic interface according to a typically self-paced schedule.

**Internship/Practicum:** Internships or practica experiences for which credits are awarded. Submission should provide brief summative information about the internship or practicum.

**FOR FURTHER INFORMATION ON THE POLICIES AND PROCEDURES FOR  
THE ACADEMIC PROGRAM COUNCIL, OR FOR ASSISTANCE  
COMPLETING THIS FORM PLEASE CONTACT THE OFFICE OF  
ADMISSIONS AND RECORDS:**

The University of Oklahoma Health Sciences Center  
Office of Admissions and Records  
P.O. Box 26901  
1105 N. Stonewall Ave., LIB 121  
Oklahoma City, Oklahoma 73126-0901

Telephone: (405) 271-2359 extension 48901  
Fax (405) 271-2480