

For Administrative Use Only
PS Course ID #

Request to Revise a Course

College:

Department:

Date:

ORIGINAL COURSE INFORMATION

(Complete All Sections Below)

Department Prefix & Course Number:

Course Title (Not to exceed 75 Characters):

Abbreviated Course Title (not to exceed 25 characters):

Semester/Term Course is Currently Taught:

Faculty Responsible for the Course:

Original Course Description (Not to exceed 50 words):

Credit Hours: ___ or Clock Hours: ___
If variable: Min. ___ Max. ___ per semester

Can this course be repeated?: No Yes

If yes please answer below:

Maximum number of hours? ___

Repeated during same semester?: Yes No

How many times during a semester may the course be repeated? ___

Prerequisites:

Course is:

Required Elective Selective

Type of Grading: Letter S/U

REVISE COURSE INFORMATION

(Complete only those sections that are to be changed)

Department Prefix & Course Number:

Course Title (Not to exceed 75 Characters):

Abbreviated Course Title (not to exceed 25 characters):

Semester/Term Change will Become Effective:

Faculty Responsible for the Course:

Revised Course Description (Not to exceed 50 words):

Credit Hours: ___ or Clock Hours: ___
If variable: Min. ___ Max. ___ per semester

Can this course be repeated?: No Yes

If yes please answer below:

Maximum number of hours? ___

Repeated during same semester?: Yes No

How many times during a semester may the course be repeated? ___

Prerequisites:

Course is:

Required Elective Selective

Type of Grading: Letter S/U

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 or multi-level course must be submitted together as a packet. Definitions of cross listed and multi-level courses are found on page 4.

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: _____

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Revisions made to items below may be done by a memo to the Vice Provost for Academic Affairs and Faculty Development

Term(s) or Semester(s): Fall Rotation
Normally Offered Spring Intersession
 Summer Yr-Long

Class Type: Lecture/Discussion Laboratory
(Select One) Lecture/Laboratory Internship/Practicum
 Lecture/Clinical Clinical
 Seminar Independent Study

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

Class Size per Semester: _____

Weeks per Semester/rotation: _____

Hours per week: _____ Lecture/Discussion
_____ Laboratory
_____ Independent Study
_____ Clinical
_____ Internship/Practicum
_____ Seminar

Medicine Phase: I II III

Year(s) in Program: I II
 III IV

Evaluation methods: Exams
 Papers
 Presentations
 Clinical Performance
 Other

Term(s) or Semester(s): Fall Rotation
Normally Offered Spring Intersession
 Summer Yr-Long

Class Type: Lecture/Discussion Laboratory
(Select One) Lecture/Laboratory Internship/Practicum
 Lecture/Clinical Clinical
 Seminar Independent Study

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

Class Size per Semester: _____

Weeks per Semester/rotation: _____

Hours per week: _____ Lecture/Discussion
_____ Laboratory
_____ Independent Study
_____ Clinical
_____ Internship/Practicum
_____ Seminar

Medicine Phase: I II III

Year(s) in Program: I II
 III IV

Evaluation methods: Exams
 Papers
 Presentations
 Clinical Performance
 Other

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 number of hours in the degree program.

A copy of the current and proposed curriculum must be included in order for the APC to review the course.

Current and proposed curriculum attached

Attach a course syllabus with numbered pages. Required syllabus components are found at <http://admissions.ouhsc.edu/FacultyAdministration/RequiredSyllabusFormat.aspx>

Preferred - How to Electronically Submit the “Revise a Course” form to APC - Preferred

1. Download form and sign using your Adobe digital signature. Attach form, syllabus in MS Word format, and copy of the curriculum and proposed curriculum.
2. The syllabus must use the Required Syllabus Format found at <http://admissions.ouhsc.edu/FacultyAdministration/RequiredSyllabusFormat.aspx>.
3. Email to the next college official.
4. The last college official (dean or dean’s designee) should select **SUBMIT to APC** which will create an email to the APC secretary.
5. Select the Insert File tab, attach the syllabus in MS Word format, copy of the current and proposed curriculum, and SEND.

		Type Name Below	Digital Signature	Date
APPROVALS	Dept. Chairperson			Date:
	Professional College Curriculum Review Committee			Date:
	Professional College Dean (or Dean’s Designee)			Date:
	Graduate College Curriculum Review Committee			Date:
	Graduate College Dean (or Dean’s Designee)			Date:
	Academic Program Council			Date:
	Provost (or Provost’s Designee)			Date:

Submit to APC

FOR ASSISTANCE COMPLETING THIS FORM OR SUBMISSION, PLEASE CONTACT THE OFFICE OF THE VICE PROVOST FOR ACADEMIC AFFAIRS & FACULTY DEVELOPMENT
Telephone: (405) 271-5557

Instructions for Cross-Listing a Course

Cross-listed courses have identical names, credit/clock hours, course numbers, description, and requirements. Only the departmental prefix is different. A course form must be submitted to APC for each cross-listed course. The original department “controls” the course. Forms for all cross-listed courses must be received in order for the course to be placed on the APC agenda. It is the responsibility of the department initiating a cross-listed course to assure a form is submitted for each cross-listed course.

Instructions for Multi-Level Courses

Multi-Level courses are taught to different levels of students (undergraduate, graduate, & professional) in one classroom. Lectures are the same but students have differing requirements based upon student level (undergraduate, graduate, and professional). Separate APC forms carrying course numbers (4000 for undergraduate, 5000 & 6000 for graduate, and 7000, 8000, & 9000 for professional) and syllabi specific to the student level and must be submitted for *each* course. A memo explaining how the requirements differ should accompany the submission to APC. Professional students must have satisfied the requirements equivalent to a bachelor’s degree as determined by their academic program prior to enrollment in a multi-level course.

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 individually 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.

Description of Class Components:

Lecture/Discussion: A class where formal discourse is the primary means of instruction. This includes face-to-face and or synchronous/ asynchronous delivery.

Laboratory: A class where testing, experimentation, or practice occurs.

Clinical: A class involving observation or treatment of patients.

Internship/Practicum: A class that provides practical experiences for advanced students or graduates in a professional field.

Seminar: A class where a group of students gather with an instructor for a course of study.

Independent/Directed Study: A class where the instructor works with the student as an individual.