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**Course Modification Form**

Updated 05.18.21

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COLLEGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE DESIGNATOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROPOSED COURSE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EFFECTIVE SEMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MaineStreet Effective Date (OSR USE ONLY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested Action: *Note:* A complete syllabus is required for the addition of General Education to an existing course. Please be sure that all elements required for a syllabus at the University of Maine are present. We recommend you work closely with the syllabus guidelines found at** [**www.umaine.edu/citl**](http://www.umaine.edu/upcc)**.**

**1. MODIFICATION:** *Check all that apply and note that if you are making substantial modifications you may want to consider creating a new course.*

|  |  |  |  |
| --- | --- | --- | --- |
| Designator Change |  | Credit Change |  |
| Cross Listing |  | Number Change |  |
| Title Change |  | Description Change |  |
| Prerequisite Change |  | Course Repeat Change |  |
| Addition of Electronic Learning Component\*\* |  | Conversion of an existing on-site Course to an online Course\*\* |  |
| Service-Learning\* (Please add **SL:** in front of the Course Title) |  | Addition of Gen Ed (Please see additional information on www.umaine.edu/upcc) |  |

\*Refer to documentation on the criteria for Service-Learning at: [www.umaine.edu/upcc](file:///C:\Users\Melinda.Pelletier\Desktop\UPCC\www.umaine.edu\upcc)

\*\*Faculty who are converting a course for online delivery, or making substantive changes to an existing course delivered online, are strongly encouraged to work with the Center for Innovation in Teaching and Learning (CITL) on those modifications: <https://umaine.edu/citl/instructional-design-2/>

**ENDORSEMENTS:** *Please print and sign name* **DATE**

**Leader, Initiating Department/Unit(s)**

**College(s) Curriculum Committee Chair(s)**

**Dean(s)**

**Associate Provost for Student Success and Strategic Initiatives**

**Brian Olsen**

**2. CURRENT CATALOG DESCRIPTION:**

**Designator:**

**Number:**

**Title:**

**Prerequisites:**

**Credit Hours:**

**Does it meet Service-Learning?:**

**Description:**

**3. PROPOSED CATALOG DESCRIPTION:**

**Designator:**

**Number:**

**Title:**

**Prerequisites:**

**Credit Hours:**

**Does it meet Service-Learning?:**

**Description:**

**4. If the course designator or course number is being changed, please list any courses for which this course is a prerequisite:**

**5. REASON FOR COURSE MODIFICATION:**

**6. INSTRUCTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THIS SECTION (7 – 9) MUST BE COMPLETED FOR GENERAL EDUCATION APPROVALS:**

**7. CHECK ALL AREAS FOR WHICH A COURSE IS PROPOSED** (the **max number of gen eds per course is 2):**

*If a General Education area is already met, please indicate which one(s) in the second column.*

|  |  |  |
| --- | --- | --- |
|  | Proposed | Currently Met |
| Quantitative Literacy |  |  |
| Lab Science |  |  |
| Application of Scientific Knowledge |  |  |
| Western Cultural Tradition |  |  |
| Population & Environment |  |  |
| Cultural Diversity and International Perspectives |  |  |
| Artistic & Creative Expressions |  |  |
| Social Context & Institutions |  |  |
| Ethics |  |  |
| Writing Intensive |  |  |
| Capstone Experience\* |  |  |

(\*A Capstone Experience does **not** count towards the maximum number of 2 gen eds. For information on General Education descriptions please see: [www.umaine.edu/upcc](file:///\\dirigo-fs01\Academics\UPCC\Info%20and%20Forms\www.umaine.edu\upcc\forms))

**8. Please explain how Student Learning Outcomes for the course as presented in the course syllabus align with the Student Learning Outcomes for the proposed general education category (with examples):**

**9. Please provide the rationale for assigning a Gen Ed to this course:**

**10. When will the course typically be offered** *(please check all that apply)***:**

|  |  |  |  |
| --- | --- | --- | --- |
| Fall |  | Summer |  |
| Spring |  | Alternating |  |

**11. If there are changes to the repeatability of the course, please complete this section:**

**Can this course be repeated for credit?**  Yes \_\_\_\_ No \_\_\_\_ *(If no, please skip the next two questions)*

**If YES**, total number of credits allowed: **\_\_\_\_\_\_\_** Total number of completions allowed: **\_\_\_\_\_\_**

**Can students enroll multiple times in term?** Yes No

**12. CURRICULUM EDITS -** Please include relevant curriculum changes here along with any edits that will be necessary with the addition of this course (attach an edited copy of the current catalog with proposed changes or memorandum with proposed changes):

**YES, I have submitted curriculum changes documenting how this new course will add to/change the degree requirements for any relevant majors/minors. \_\_\_\_\_**

**NO, this course will not be added to any lists of requirements, and therefore I have not submitted curriculum changes for it. \_\_\_\_\_**

**13. COURSE RESOURCES -** For any additional resources needed for this course that the instructor is seeking to secure from, or access through, Fogler Library, has Fogler's Head of Collection Services affirmed their availability?

**YES,** Fogler has affirmed that it has the digital and/or print resources needed for this course. \_\_\_\_\_

**NO,** Fogler has not affirmed that it has the digital and/or print resources needed for this course (or, has confirmed that it cannot supply them). \_\_\_\_\_

If you answered NO above, please plan accordingly as you prepare to deliver your course.