**College of Nursing: Course Modify Checklist**

To modify a course in the College of Nursing, send 1) this completed Checklist and 2) the faculty-approved course syllabus to the Office of Student & Academic Affairs (OSAA), **CON-OSAA@email.arizona.edu** by or before the deadlines below. Please note: UA departments responsible for course creation require that we follow these submission deadlines. We cannot expedite their process.

**To modify a course for Fall or Summer semester, OSAA must receive the request by November 1 of the previous year. To modify a course for Spring semester, OSAA must receive the request by May 15 of the previous year.**

**This checklist must be accompanied by and responses below must match the course syllabus. If there is no change to a particular category below, please note “no change”.**

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| Items |
| **Course Number:**  type response here |
| **First term in which the modified course should be available.** (i.e. Fall 2021, Summer 2023, etc)  type response here |
| **Is this course co-convened – held in the same room at the same time as another course (yes/no)?**   * Co-convened with existing course or new course: type response here * Co-convened subject and course number:type response here |
| **Does the course require a pre-requisite (yes/no)?** **If yes, please provide narrative.** (i.e. students must complete NURS200 before enrolling in NURS201)  type response here |
| **Does the course require a specific co-requisite (yes/no)?** **If yes, please provide narrative.** (i.e. students must complete NURS200 during the same term they complete NURS201)  type response here |
| **Is the course restricted to specific degree program or subplan (yes/no)?** **If yes, please provide narrative.** (i.e. students must be enrolled in the DNP-AGACNP Certificate Program before enrolling in this course)  type response here |
| **Short Course Title** [30 characters or fewer, including spaces]  type response here |
| **Long Course Title** [100 characters or fewer, including spaces]  type response here |
| **Course Description**  type response here |
| **Student Learning Outcomes.** (minimum of 3 required – must match the outcomes on the syllabus)  type response here |
| **Minimum units offered:** type response here |
| **Maximum units offered:** type response here |
| **Grading Basis.** [(Reference UArizona Grades and the Grading System)](https://catalog.arizona.edu/policy/grades-and-grading-system) copy/paste this ✓ next to one answer only   * Alternative Grading: ABCDE/SP * Alternative Grading: S, P, F * Clerkship: S, HP, P, F * Elective: Pass/Fail * Multi-Term Course: not graded * Pass/Fail * Regular Grades A – E * Student Option ABCDE/PF |
| **Repeat for credit (yes/no)?** **If yes, how many times?**  type response here |
| **Course Component.** copy/paste this ✓ next to one answer only   * Colloquium * Independent Study [education conducted at a clinical site, i.e. clinical rotations] * Lecture [provide narrative if course requires associated Lab or IndStdy sections) * Laboratory [education conducted at UA in a lab setting] * Practicum [please provide short narrative] |
| **Final Exam (yes/no)?**  type response here |
| **Course Attribute(s).** (i.e. General Education, Honors Course, Special Exam, Writing Emphasis, etc.)  type response and narrative here |
| **Field Trip(s) (yes/no)?** **If yes, please provide narrative.**  type response here |
| **Summarize what changes are being made to this course and why. Are any other courses, departments or programs affected by these changes (consider prerequisites, course equivalency, mutually exclusive, cross-listed, degree requirements, etc.)?**  type response here |