**Course Renewal Application**

Experimental College

If you are teaching a course that has been taught before, this is the form for you. Make sure your application is complete by using our checklist page.

**Syllabus: Attach your detailed 12-week syllabus** outlining your course here *even if it’s exactly the same.* This is a necessary step in order to get your course renewed.

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| --- | --- | --- |
| Title of Course: | Sem./Yr. |  |

(This must be the official course title. No abbreviations, please.)

|  |  |
| --- | --- |
| Instructor Name: |  |
| OCMR/Address: |  |
| Email: |  |
| Phone: |  |
| T#1: |  |

|  |  |
| --- | --- |
| Instructor Name: |  |
| OCMR/Address: |  |
| Email: |  |
| Phone: |  |
| T#1: |  |

If there are multiple instructors for the course, only one of you can be responsible for registration and grades on PRESTO.

🡨 PRESTO Responsibility (please type an “X”) [[1]](#footnote-1) 🡪

If your course has more than two instructors, please attach the additional instructor’s contact information.

**Questions:**

When was this course last taught?

For how many credits do you want the course to be offered?

What is your course enrollment limit?

What were the major problems with this class the last time it was offered? How will you try to solve them for next semester?

What changes are you making to the course, if any?

New/revised ExCo catalogue description (if you don’t have any changes, we’ll use last semester’s description):

NB: ExCo communicates primarily over email. Instructors should check their email often! Feel free to email [exco@oberlin.edu](mailto:exco@oberlin.edu) with any questions.

Revised 10/11

1. If you are a student, faculty, or staff member of Oberlin College. [↑](#footnote-ref-1)