

## Course Renewal Application

Experimental College

If you are teaching a course which 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 is exactly the same*. This is a necessary step in order to get your course renewed.

Title of Course: \_\_\_\_\_ Fall/Spring 20\_\_\_\_\_  
(This must be the official course title. No abbreviations, please.)

Instructor #1 Name: \_\_\_\_\_

Instructor #2 Name: \_\_\_\_\_

OCMR/Address: \_\_\_\_\_

OCMR/Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

T# †: \_\_\_\_\_

T#: \_\_\_\_\_

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

← PRESTO Responsibility (check one) † →

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

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?

† If you are a student, faculty, or staff member of Oberlin College.

‡ If you are not affiliated with Oberlin College, this will be done through the Registrar's Office (instead of through PRESTO), and you do not need to check a box.

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 with email should check it often! Feel free to email [exco@oberlin.edu](mailto:exco@oberlin.edu) with any questions.

*Revised 9/03*