

# Guide to the Preparation of Curricular Requests

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## Definition of terms

Addition	creation of new course/discipline/program/etc
Cross listed	courses available for both undergraduate (300/400-level) and graduate (500/600-level) credit. Students meet in same classroom and have same instruction but additional work required of students registered for 500/600-level credit.
Course number	100/200-level are lower division, 300/400-level are upper division, 500/600-level are UG courses available for graduate credit, 700-level is limited to graduate students only.
Deletion	elimination of course/discipline/program/etc
Discipline	broad heading for courses by subject matter
Effective date	semester and year of requested implementation; when request can first appear in catalog
Frequency of offering	term and year course will be offered. Term choices are <u>F</u> , <u>Sp</u> , and <u>Su</u> . Year choices are <u>odd</u> and <u>even</u> . Can also use <u>as needed</u> .
UG course	undergraduate course
Impact statement	how the request will affect other entities. Address impacts on finances (funding, equipment, and personnel needs), faculty/staff, general education requirements, degree programs (both within and outside initiating department/college and including university-wide BA and BS degrees), accreditation requirements. List page numbers for other references in catalog.
Justification	reason for request
Number	three digit number identifying level of course (100-299 lower division, 300-499 upper division, 500-699 UG course available for graduate credit, 700-799 graduate students only)
Proposed	requested new or changed discipline/major/course #/title/credit hours
Revision	change an existing course/discipline/program in some fashion
"Same as" courses	courses in different disciplines that are identified as equivalent to each other; requires two curricular request forms—one for each course
Unit type	designation of course for purpose of workload analysis. Three choices are: contact hours, class size, and credit hours.

## Format of curricular request form

From	initiating college and department
Proposed	requested new/changed discipline/major/course #/title/credit hours
Effective Date	term (Fall) and year of requested implementation
Circle Type of Action	must indicate Add, Delete, or Revise. If "Revise" is circled must indicate type of revision.
Catalog Text	include catalog page number for location of text. Include course number, course title, credit hours, complete course description NOTE: use wording most recently approved through Senate and Chancellor
Justification	explain why request is necessary
Impact	explain impact the request will have
Approval Action	action by department committee, department chair, college committee, college dean, BA/BS Curriculum Committee (campus-wide degrees only), Committee on Instruction (Gen Educ Core only), UG Council, Faculty Senate

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## General guidelines

- Include all revisions to a specific course/program on a single curricular request.
- **Course numbers** (new or revised) must be verified with Academic Records as usable numbers.
- **Codes** for majors/concentrations/options must be designated by Academic Records.
- Include **entire course description** for every addition, revision, or deletion.
- Course descriptions for “**same as**” courses must be identical. Requests for creation or revision of “same as” courses must be **submitted simultaneously**.
- Deletion of an UG course automatically deletes the corresponding cross-listed graduate course.
- Revision of course title and/or prereq for UG course automatically revises the corresponding cross-listed graduate course. Any other revision requires both graduate and UG curricular request.
- Requests for **new courses** must include Unit Type and Frequency of Offering. **Frequency of offering** does not require approval but must be included for all new courses.
- Revisions to **university-wide gen ed** must go through Committee on Instruction prior to UG Council.
- Revisions to **university-wide BA and BS degrees** must go through BA/BS Committee prior to UG Council submission.
- Every curricular request has an **impact**; explain impact, describe area(s) affected, and identify whether impact is positive or negative.
- New **500/600-level courses** must specify what additional assignments will be required for graduate credit. For example, additional research paper.
- Must include each appropriate signature.
- Graduate and UG forms must be **collated separately**.

## Graduate vs Undergraduate requests

- Use undergraduate curricular request forms for:
  - Any course numbered less than 500
  - Any undergraduate degree program
  - University-wide General Education Core
  - Revision of undergraduate admission requirements
- Use graduate curricular request forms for:
  - Any course numbered 500 through 799
  - Any graduate degree program
  - Revision of graduate admission requirements
- New **500/600-level courses** must specify what additional assignments will be required for graduate credit. For example, additional research paper.
- Graduate courses cross-listed with UG courses ordinarily take the UG number + 200. Numbers must be verified with Academic Records, however.
- Deletion of an UG course automatically deletes the corresponding cross-listed graduate course.
- Revision of course title and/or prereq for UG course automatically revises the corresponding cross-listed graduate course.
- Revision of course number, credit hours, or course description for cross-listed course is not automatic and requires both graduate and UG curricular request forms.
- Curricular requests for creation or revision of cross-listed courses must be **submitted simultaneously**.
- Graduate and UG forms must be **collated separately**.

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### Adding a course

Request	Element of request	Available choices	Guidelines	Considerations
Adding a course	FROM		initiating college and department	
	PROPOSE D		Enter the new course discipline name, number, title, and credit hours	
	Effective date	Semester and year	first term the course will appear in printed catalog	
	Course number	001-499 for undergraduate work; 500-799 for graduate work	Verify with Academic Records and indicate date of verification on request form. To add graduate number to existing UG course, see Revising a Course.	500-699 can only be used if associated with a corresponding 300-499 undergraduate course. 700-level numbers designate courses reserved for graduate students.
	Unit Type	Credit Hours, Class Size, Contact Hours	Most courses will have Credit Hours designation. Contact Hours and Class Size are used for lab, internship, practicum, etc.	Work Load Analysis is based in part on designated Unit Type.
	Frequency of offering	F, Sp, Su; Odd, even; and As needed	Indicate semester(s) course will be offered. If offered only in odd or even numbered years, add either -odd or -even to appropriate semester. If offered occasionally, use "as needed."	Any combination of semesters is acceptable. Approval is not required to change the "frequency of offering" designation in the catalog. It can be changed editorially when upcoming catalog is revised.
	Justification		Explain why course is needed	
	Impact statement		Explain impact on finances, faculty/staff. Explain impact on any degree program.	Will additional finances or faculty/staff be needed? If so, how much? What is the impact on your degree programs? What is the impact on degree programs in other departments/colleges?
	Additional expectations for graduate students		Identify the additional work required for courses numbered 500-699.	Additional research papers, readings, projects?

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### Deleting a course

Request	Element of request	Available choices	Guidelines	Considerations
Deleting a course	FROM		See "adding a course"	
	PROPOSE D line		See "adding a course"	
	Effective date	Semester and year	first term the course will not appear in printed catalog	
	Course number			500-699 course can be deleted and corresponding 300-499 course left intact. If 300-499 course is deleted, however, the associated 500-699 course is automatically deleted. Is course a "same as" course? If so, must revise course description for the equivalent course.
	Justification		Indicate why course is no longer needed	
	Catalog text		Include complete text	
	Impact statement		See "adding a course"	Is course a requirement in any degree program, listed in gen educ core, a prereq/coreq? If so, must submit request to revise degree program, gen educ requirements, or affected course/program.

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### Revising a course

Request	Element of request	Available choices	Guidelines	Considerations
Revising a course	FROM		See “adding a course”	
	PROPOSED line		See “adding a course”	Include only the proposed title; do not include the lined-through old title
	Effective date	Semester and year	See “adding a course”	
	Course number		Proposed new number	Is proposed number now UD instead of LD (or vice versa)? Does revision impact the number of required UD hours? Is course available for graduate credit? If so, must submit request to revise graduate number as well.
	Title			Approved revision of UG course title automatically applies to corresponding cross-listed graduate course
	Credit hours			Is course required in a degree program? How does revision impact hours required for degree?
	Course desc			Is course a “same as” course? If so, must submit revision for the equivalent course. If a cross-listed course, must submit revision to the corresponding course.
	Prereq/coreq			Approved revision of UG course prereq/coreq automatically applies to corresponding cross-listed graduate course
	Catalog text		Include complete text	
	Justification		Indicate why course needs revision	
	Impact statement		See “adding a course”	See “deleting a course”

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### Adding new discipline

Request	Element of request	Available choices	Guidelines	Considerations
Adding a new discipline	FROM		See “adding a course”	
	PROPOSE D line		Verify with Academic Records the new code and abbreviation	
	Effective date	Semester and year	See “adding a course”	
	Justification		Explain why new discipline is needed	
	Impact statement		See “adding a course”	What is impact on existing disciplines? Will courses be moved from existing discipline to new discipline?

### Revising existing discipline

Request	Element of request	Available choices	Guidelines	Considerations
Revising a discipline	FROM		See ‘adding a course”	
	PROPOSE D line		See “adding a course”	
	Effective date	Semester and year	See “adding a course”	
	Justification		Why is revision necessary?	Must submit request to revise discipline name.
	Impact statement		See “adding a course”	How will request impact other entities?

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### Revising major/minor

<b>Request</b>	<b>Element of request</b>	<b>Available choices</b>	<b>Guidelines</b>	<b>Considerations</b>
Revising a major by adding new minor/concentration	FROM		See "adding a course"	
	PROPOSED line		Verify code numbers with Academic Records	
	Effective date	Semester and year	See "adding a course"	
	Justification		Why is revision necessary?	
	Impact statement		See "adding a course"	

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### Revising Gen Educ Core

Request	Element of request	Available choices	Guidelines	Considerations
Revising Gen Educ Core	FROM		See "adding a course"	
	PROPOSE D line		Must be presented to Comm on Instruction prior to submission to UG Council	Deletion of a course does not automatically remove that course from gen ed core. Separate request to revise Gen Ed Core will be required.
	Effective date	Semester and year	See "adding a course"	
	Justification		Why is revision necessary?	
	Impact statement		See "adding a course"	How are degree programs impacted?

### Revising university-wide BA or BS degree

Request	Element of request	Available choices	Guidelines	Considerations
Revising univ-wide BA or BS degree	FROM		See "adding a course"	
	PROPOSE D line		Must be presented to BA/BS Committee prior to submission to UG Council	
	Effective date	Semester and year	See "adding a course"	
	Justification		Why is revision necessary?	
	Impact statement		See "adding a course"	