–Appendix A- Course Form Field Definitions

Course forms are divided into primary sections with informational fields in each section. <mark>Jump to a definition:</mark>

PROPOSAL INFORMATION

PROPOSAL INFORMATION
Required information regarding the curriculum change being requested.

1) Change Type (Major or Minor)

Change Type ?		⌄	*Required*

   a) *Minor Change*: A change which will have a minimal impact on any student's program and does not affect other units. Only the following are minor changes:
   - i) Changes in standard codes (except for changes in course fees).
   - ii) Dropping prerequisites.
   - iii) Changes in title and/or catalog description that does not alter the basic nature of the course program.
   - iv) Deletion of a course not required in other programs.
   - v) Adding prerequisites that are internal to the unit and do not change the number of credit hours in the program.
   b) *Major Change*: Any curriculum change not listed as a minor change is considered a major change.
   c) From 3-3-501(2) Curriculum Change Procedures in University Regulations.

2) Catalog Type (Undergraduate, Graduate or both); College (Select from drop-down); Academic Unit (Select from drop-down)

   a) These fields are required for each form (even on existing courses) because they tell the workflow how to route the form - it will be sent to the selected area's designated approvers.

Catalog Type		⌄	*Required*
College		⌄	*Required*
Other Description			
Academic Unit		⌄	*Required*

3) Submitted By (Must have faculty status)

Submitted By		*Required*

Must have faculty status

   a) Enter the name of the faculty member requesting the update (may be different than the person creating and submitting the form). Faculty are responsible for curriculum development.

4) Requested Term; Requested Year

Requested Term	[dropdown] ⌄	*Required
Requested Year		*Required

a) Term (Fall, Interim, Spring, Summer) and Year Requested (for change to go into effect)
   i) Course and Program **revisions and deactivations may only be made for Fall terms**.
   ii) **New Courses and Programs may be submitted for upcoming Spring term** but must meet the earlier Spring Supplemental Catalog Deadline.

5) Changes Requested and Rationale

Change(s) Requested and Rationale *Required*

[Text editor toolbar: Source, Cut, Copy, Paste, Undo, Redo, Find, Replace, Spellcheck | Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Remove Format, Numbered List, Bulleted List, Decrease Indent, Increase Indent, Align Left, Align Center, Align Right, Justify, Link, Unlink, Anchor, Image, Table, Horizontal Line]

div p

Please include an explanation of changes and the rationale for each change.

a) Please include a description of the change(s) and the rationale (i.e., why the change is needed or why the new course is being proposed). This field is to provide reviewers and approvers with context for the update as well as to help ensure all requested updates are properly addressed on the form.

IMPACT OF CHANGE

6) Course & Program Dependencies (this field will only show on revised & deactivate course forms)
   a) Use this information to select the impacted units

IMPACT OF CHANGE

| Course Dependencies | 1. ANT 350 Field Methods in Cultural Anthropology (in Prerequisites) |

Use this information to select the impacted units (see External Impact section below).

| Program Dependencies | 1. International Affairs B.A. – Area Studies Concentration, Fall Semester (in Course List) |

7) Internal Impact Statement

Internal Impact Statement *Required*
Include impact both within and outside of the originating unit (academic, resources, equipment, supplies, etc.).

   a) Include impact both within and outside of the originating unit (academic, resources, equipment, supplies, etc.). Internal impact includes information such as faculty workload.

8) What areas/programs of the catalog course will reside
   a) For course revisions and course deactivations, please use the information provided in the Impact of Change section to see all instances where the course is used/mentioned. Certain updates may require additional curriculum submissions.
   b) If the course is new, include all areas the new course will be added, such as program requirements (should be accompanied by appropriate program forms) or Liberal Arts Curriculum.

What areas/programs of the catalog will this course reside? *Required*

Please list all program(s) or other areas where this course will be listed, including programs, LAC, listed as a prerequisite on other courses, etc.

9) **External Impact Statement**

   a) Does this course impact units outside of the home academic unit? Examples of impact to other units may include (but are not limited to):

   i) Adding or deleting another unit's course within your own program(s);

   ii) Revising or deleting a course being used in another unit's program(s);

   iii) Creating a course you want to propose for addition in another unit's program(s); and

   iv) Creating course(s) of highly similar subject matter to another area's course

   b) See the Impact Statement Help Sheet for more information

External Impact
Does this course impact units outside of the home academic unit?

Yes ⦿

No ○

Academic Units Impacted
Select any/all additional programs that should submit an impact statement.

Accounting and Computer Information Systems	☐
Aerospace Studies	☐
Africana Studies	☐

Academic Unit Impact Statements
Impacted Unit Leader: Please type/or upload your impact statement here.

Source | ✂ ▢ 📋 | ↩ ↪ | 🔍 ᵇᵃ | ABC |
B I U S x₂ x² Iₓ | ⅏ ☰ | ⬅ ➡ | ☰ ☰ ☰ ☰ | 🔗 | ▣ | 🖼 ⊞ ☰

Impact Statement Upload

Attach Files

BASIC COURSE INFORMATION

10) Course Title

    a) Courses are created with two titles: a "long" title ("Catalog Course Title") and a "short" title ("Banner Course Title").

    b) If the title you are proposing is 30 characters or fewer, the two titles can/should be the same. If the full catalog title is more than 30 characters, please provide an abbreviated title that will be used in the registration system and on transcripts that is 30 characters maximum.

Catalog Course Title		*Required
Banner Course Title		*Required

30 character limit (this will print on transcripts)

11) Prefix

    a) Choose the prefix from the dropdown or select "New Course Prefix" if a new prefix is being proposed (type the new prefix in the field that appears if this option is selected). New Course Prefix option is only available on a New Course Form. If you are changing a prefix of an existing course, a New Course Form (new prefix) and a Deactivate Course Form (old prefix) should be submitted.

What is the Course Prefix?   ⌄   *Required

Subject Name   Required

    New Course Prefix
    AFS
    ANT
    APCE

What is the Course Prefix?   New Course Prefix   ⌄

Enter New Course Prefix

12) Subject Name

    a) Subject name will be the subject associated with the prefix.

Subject Name		*Required

Subject associated with prefix (ex. AFS - **Africana Studies**).

    b) If the prefix already exists and you are not sure what the subject name is, you can find these in the catalog under Course Descriptions.

▼ **Course Descriptions**

    ▸ AFS - Africana Studies

    ▸ ANT - Anthropology

13) Course Number / Has # been used in 10 years

Course Number   [_____] *Required

Has this # been used in the
past 10 years?   [_____ ⌄] *Required

To check if a particular course number has been used within the last 10 years, access Insight Production > CRS042 CRS Ten Years.

a) Enter the course number to be used for the course.
b) Note, when choosing a new number, certain numbers cannot or should not be used, or only should be used in certain circumstances.
   i) Designated Numbers
      (1) Some course numbers are earmarked for use with only particular types of courses. For example, a course number that ends with an *08 is typically reserved for "Workshop" courses.
      (2) Check list at https://www.unco.edu/registrar/pdf/course-numbers.pdf
      (3) If course is intended to fulfill one of these pre-determined course types, feel free to use its designated number. If not, please select a different number.
   ii) Number used in last 10 years (please confirm you have checked by selecting Yes or No in the dropdown)
      (1) We cannot reuse the same prefix/number combination for a *different* course within 10 years of the course last being offered.
      (2) If reactivating the *same* course (i.e., you would consider the "old" and "new" course *equivalent*), the same prefix/number *can* be reused. Otherwise, please select a different number.
      (3) To confirm whether a course has been used in the last 10 years, run the CRS042 CRS Ten Years in Insight with your proposed prefix and number. The report will then produce an

output listing all year(s) in which the course was offered. If the report produces no results, the prefix/number has never been used. If the report produces results but the most recent year is more than 10 years from when the course will be created can be used (for example, a course being proposed for 2023 can be reused if the last year it was offered was 2012 or earlier).

14) Course Identification

a) Course Identification is simply the unique identifier of the course, which is the prefix and number as one word.

Course Identification   [_____] *Required

*The course identification is the course prefix and course number as one word (i.e. **UNIV101**).*

15) Credit Hours

a) Enter credit hours for the course. If the course will have variable credits, enter the range using the minimum and maximum fields. If not, enter the credits in the minimum field only.

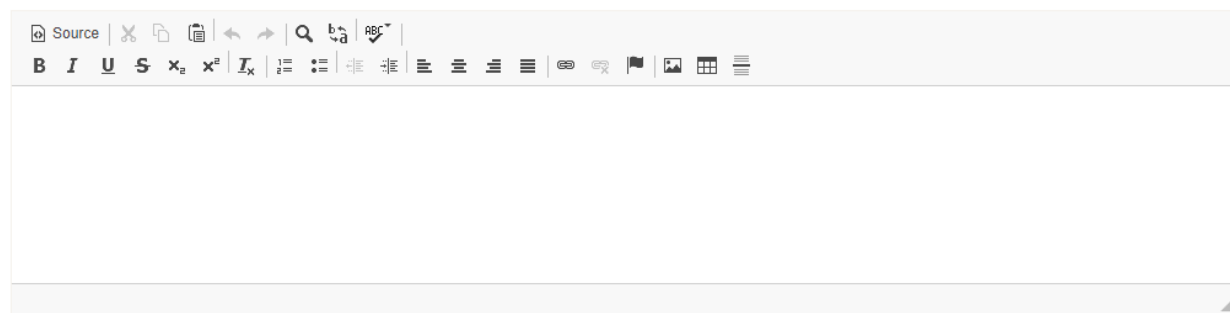| Minimum Credit Hours		*Required
Maximum Credit Hours		

Only fill in Maximum Credit Hours if course is variable credit (i.e. 1-3 credits)

16) Course Description

a) Enter the catalog description in the text box.

Course Description *Required*

Type your course description here (~30 words recommended). You do not need to include course title, credit hours, prerequisites, etc., as those will populate automatically based on this form.

b) Course description tips

i) It's recommended a clear and concise course description of 30-40 words.

ii) Only the course description itself needs to be included (no prerequisites, course fee information, registration restrictions, etc.), except for the below pieces of information (if applicable):

(1) Multiple Contact Hours. If a course is a combination of 2 or more schedule types, include the total contact hours for each at the beginning of the description. For example:

BIO 220 Genetics

(3 lecture, 3 laboratory) Study fundamental laws of heredity, the molecular structure and function of genes, and emerging genetic technologies.

(2) S/U Graded. If a course is S/U graded or S/U *or* letter graded, include that at the end of the description.

AFS 399 Community Study Project

Supervised field work on a community-based project related to issues in Africana Studies. Paper analyzing experience required. S/U graded.

ART 308 Workshop in Art

Arts workshops are for the study of specialized areas in art, art education, art history, graphic arts and related fields. Specific workshop content is determined by subtitle. S/U or letter graded.

17) Course Syllabus

    a) A current/updated syllabus with changes reflected is required. Please upload the syllabus in Word or PDF to the form.

    b) Be sure to check the course syllabus checklist for guidance, and refer to your program leader, faculty/college curriculum committee, and/or dean for syllabus assistance.

Course Syllabus *Required*
View the Course Syllabus Checklist

Attach Files

18) Course Codes (Division, Department, CIP, Taxonomy)

    a) Division Code

        i) This code is the 2nd level organization code, beneath college. This is often a code associated with the department or school.

Division Code   *Required*
Department Code   *Required*
CIP Code   *Required*
Taxonomy Code   *Required*

    b) Department Code

        i) This code is the 3rd level organization code, beneath college and division. This code is used frequently for individual academic programs in reporting and used to identify both courses and programs.

    c) CIP Code

        i) CIP Codes should be determined by faculty and confirmed by Deans.

        ii) See all CIP codes from the National Center for Education Statistics (NCES): https://nces.ed.gov/ipeds/cipcode/

    d) Taxonomy Code

        i) This code is used internally for budget and purchasing, and program review.

    e) Finding codes via Insight Reports.

        i) To view all codes used at UNC (CIP, Department/Org/Division/College, and Taxonomy), view the **CRS057 Current CIP Department and Taxonomy Codes** report.

        ii) To view current course default codes (e.g., division, department, organization, taxonomy, and CIP codes), view the report **CRS049 SCACRSE Default Codes**.

        iii) To view current, active courses and *all* of their Banner data (e.g. codes, prerequisites, descriptions, restrictions, etc.), view the **CRS069 Smart Catalog Report**.

19) Course Fees

a) Answer yes/no to whether the course includes a fee.

Does this course carry a fee?

Yes ●
No ○

b) If Yes, additional fields will be shown:

Course Fee Type

Note: Differential Tuition is determined according to academic program and cannot be revised on individual courses (LAC courses are exempt from being charged Differenti

Assessment Fee Required ☐
Course Fee Required ☐
Faculty Led Study Abroad Fee Required ☐
Participation Fee Required ☐
Private Music Lesson Fee Required ☐
Supervision Fee Required ☐
Differential Tuition Required ☐

Course Fee Code

If course fee is new, a new code will be created (field can be left blank).

Fee Catalog Description

("Course Fee Required", "Participation Fee Required", etc.)

Course Fee

If requesting a NEW or CHANGING course fee, this will need to be submitted through the Provost Office. If you have questions contact your Business Operations Manager.

i) Select the type of course fee. Leave "Course Fee Code" blank if the fee needs to be created. If the fee exists, these fields should be filled out. Catalog description should simply be "Course Fee Required"; "Participation Fee Required and Differential Tuition Required," etc.

BIO 330 Plant Systematics

(3 lecture, 3 laboratory) History of plant taxonomy, phylogenetic systematics, family recognition, and identification of local flora using keys. Native plant collection and field trips required.

Credits: 4

Prerequisites : BIO 111 with a minimum grade of D-

Course Fee :

Differential Tuition Required and Course Fee Required and Participation Fee Required

20) Grading Type
a) Letter graded or S/U (Satisfactory/Unsatisfactory) graded. Please see "Grade Information" for more definitions.
b) Enter the default grading mode description and code. Below are the codes associated with each grading mode (also listed on the course form by clicking the "?" next to Grading Type).

Grading Type Description	Standard Letter (A-F, I, UW)	⌄
Grading Type ⓘ	S	⌄

  i)   S – Standard Letter (A-F, I, UW)
  ii)   P – Pass/Fail (S, U, I, UW)
  iii) B – Basic Skills (A-F, I, UW)
  iv)   C – Basic Skills (S/U, I, UW)
c) Only special courses such as directed study, some variable titles, workshops, professional renewals, etc. should have more than one grading mode. However, if appropriate, answer "Yes" to the question "Will this course have additional Grading Types?" and add the description/code for the non-default grading mode.

Will this course have additional Grading Types?
Please note that only courses that vary in content and requirements may have more than one grading type (e.g. workshops, variable titles, directed studies, professional renewals, etc.).

Yes   ◉
No   ○

2 Grading Type Description		⌄
2 Grading Type		⌄

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21) Schedule Type and Contact Hours Ratio
a) Each course should include a primary schedule type and contact ratio. Contact ratios must follow the minimum as outlined in the Instructional Methods document (page 4). For example, a LEC (Lecture) must be at least a 1:1 ratio and a LAB (Laboratory) must be at least a 2:1.
  i)   Note: The first number in the ratio is contact hours, the second number in the ratio is credit hours, i.e., how many <u>contact</u> hours are needed for one <u>credit</u> hour. For example, a Lecture (1:1 ratio) meets about 3 hours per week for 3 credits, but a Lab (2:1 ratio) meets about 2 hours per week, per credit.
b) If your course will have more than one schedule type in combination or for ratios higher than 1:1, include the contact hours in the course description as well.
  i)   Example: "(2 lecture, 2 laboratory)" is added in the description for a 3-credit course that has 2 hours lecture (1:1 ratio) and 2 hours lab (2:1 ratio).

SES 331 Biomechanics

(2 lecture, 2 laboratory) Application of mechanical principles in the study of human movement. Laboratory provides application of concepts.

Credits: 3

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22) Terms Offered and Frequency Offered

    a) Each course should include the term(s) the course is typically offered and typical frequency.

Term(s) this course is offered: *Required*
Select all terms in which course is typically offered.

Fall	☐
Interim	☐
Spring	☐
Summer	☐

Frequency this course is offered: *Required* ⑦

Select the frequency course is typically offered. See "?" for more information.

Term(s) Offered Catalog Narrative: ⑦

Catalog verbiage will be standardized based on terms/frequency selected above. See "?" for more information.

    i) Term(s) this course is offered – Fall, Winter Interim, Spring, and/or Summer (select all that apply). Select the terms the course is *typically* offered.

    ii) Frequency this course is offered – choose from Annually, Odd Years, Even Years, or Other/Check with academic unit.

        (1) Annually: This means the course is offered *at least once per year*.

        (2) Odd Years/Even Years: This means the course is offered *every other year* (select odd year or even year schedule)

        (3) Other – any schedule other than the 3 given choices, e.g., courses offered only as needed, on an every-3-years schedule, etc.

    iii) Term(s) Offered Catalog Narrative – this will be standardized language based on terms/frequency selected. May be left blank for Office of the Registrar to fill out. See the "?" pop-up to see language standards ("Generally offered [term(s)] [frequency]").

ADDITIONAL COURSE INFORMATION

ADDITIONAL COURSE INFORMATION
The below fields are required for course creation only if applicable.

23) Equivalent to another course

    a) Equivalency is used to replace one course with another course. Equivalency will ensure the courses are viewed as the same within various systems, such as registration (for fulfilling prerequisites) and Degree Works (for fulfilling degree requirements). Equivalency also ensures courses are eligible for grade replacement and updates transfer equivalencies for courses being transferred in.

b)   Most commonly, this is used when changing a Course Number and/or Course Prefix when an "old" course is deactivated, and a "new" course is created in its place. For example, JMS courses are equivalent to a previous prefix, JMC.

24) Mutually Exclusive to another course

a)   Mutually Exclusive is used to mark two active courses as the same or highly similar in content and will prevent students from registering and receiving credit for the mutually exclusive course after they have successfully taken the previous course. Mutually Exclusive courses are not eligible for grade replacement, nor do they fulfill established degree or course requirements (though overrides and course substitutions may be provided at the programs' discretion).

b)   Most commonly, this is used for duplicate courses that are offered under different prefixes and will (usually) be cross listed.

25) Repeatable

a)   Repeatability is for a course that can be taken more than once for credit. (All undergraduate courses may be repeated for students to earn a better grade – this is not used to specify this; this is for earning credit more than once.)

b)   Repeatability can be set up with no limitations (not recommended) or with limits in number of credits, number of times taken, or repeatable only under different subtitles (in cases of variable title courses).

c)   Examples: "Course is repeatable for a maximum of 6 credits" or "Course is repeatable 2 times under different subtitles."

26) Prerequisites and Concurrent Prerequisites

a)   Prerequisites are other courses or requirements (such as test scores, GPA minimums, and credit hours completed) that must be satisfactorily completed prior to taking a course. All prerequisite courses should specify a minimum grade required to fulfill the prerequisite. If no minimum grade is specified, the minimum passing grade (D- for undergraduate courses; C for graduate courses) will be added.

b) Concurrent prerequisites may be completed prior to taking a course OR be taken concurrently, and otherwise follow the same rules as prerequisites above. (Note: Minimum grade is still included but will only be relevant for students that took the course as a prerequisite).

   i) Catalog entry with both prerequisites and concurrent prerequisite:

ART 248 Introduction to Art Education/Art for the Exceptional Child

Assigned placements in K-12 classrooms. An overview of the characteristics, needs, and instructional adaptations suitable for teaching visual arts to the exceptional learner.

Credits: 3

Prerequisites : (ART 181 and ART 182 and ART 183 and ART 184 and ART 234 with a minimum grade of D-) and (Concurrent Prerequisite EDFE 110 with a minimum grade of S or Completion of Applic for Initial Adm to PTEP)

Class Restriction : Include Sophomore and Junior and Senior

Course Attribute : Community Engaged Learning

Course Fee : Differential Tuition Required and Course Fee Required

   ii) Form entry with both prerequisites and concurrent prerequisite. Adding course(s) using the "Add Course" or "Add Proposed New Course" buttons ensures the course(s) will link in the catalog and open a pop-up window of the prerequisite course description.

Prerequisites and Concurrent Prerequisites

Prerequisite/Concurrent Prerequisite Catalog Narrative

(ART 181 and ART 182 and ART 183 and ART 184 and ART 234 with a minimum grade of D-) and (Concurrent Prerequisite EDFE 110 with a minimum grade of S or Completion of Applic for Initial Adm to PTEP)

Prerequisites

Course List

Please choose all courses that are prerequisites for the proposed course.

ART-181 Ancient Art History	▼	▲	⊘
ART-182 Medieval to Rococo Art History	▼	▲	⊘
ART-183 2D Design	▼	▲	⊘
ART-184 3D Design	▼	▲	⊘
ART-234 Drawing I	▼	▲	⊘

Add Course   Add Proposed New Course

Concurrent Prerequisites

Course List

Please choose all courses that are concurrent prerequisites for the proposed course.

| EDFE-110 Application for Initial Admission to PTEP | ▼ | ▲ | ⊘ |

Add Course   Add Proposed New Course

28) Corequisites

    a) Corequisites are courses that must be taken concurrently.

        i) Catalog entry with corequisite:

ART 466 Visual Arts Student Teaching Seminar

This seminar provides persons actively involved in the student teaching program in Visual Arts with a support system and pertinent information to assist them during their field experience.

Credits: 1

Prerequisites : (EDFE 130 with a minimum grade of S or Completion of Applic for Full Adm to PTEP)

Corequisites : EDFE 444

Major/Minor Restriction : Include Art & Design Major(s)

Course Fee : Differential Tuition Required and Course Fee Required

        ii) Form entry with corequisite. Adding course(s) using the "Add Course" or "Add Proposed New Course" buttons ensures the course(s) will link in the catalog and open a pop-up window of the corequisite course description.

Corequisites

Corequisites

Corequisite Catalog Narrative EDFE 444

Course List

EDFE444Supervised Student Teaching   ▼ ▲ ⊘

Add Course   Add Proposed New Course

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30) Special Notes

a) This field appears in the catalog only and is used to expand upon course requirements or expectations, typically for requirements that are not formally enforced within our Banner registration system. For example: Instructor Consent required (this may be set up individually on sections, not permanently at the catalog level); High School GPA or courses; and other experience needed to be successful in the course.

b) Form:

Special Notes ⑦	25 documented observation hours in the major and a 3.0 major GPA are required.

c) Catalog:

ASLS 473 SLPA Seminar and Field Experience

Development of basic knowledge and competencies as a speech language pathology assistant through participation in classroom activities, observations and reflections, and collaborative teaching of children with communication disorders. Field experience under professional supervision.

Credits: 4

Prerequisites : ASLS 469 with a minimum grade of C-

Special Notes: 25 documented observation hours in the major and a 3.0 major GPA are required.

31) Course Attributes

a) Various codes are added to courses to identify them in our systems as having certain categories or attributes. For example, attributes are used to identify a course as a Variable Title (VTTL) and for courses approved for the Liberal Arts Curriculum and/or Guaranteed Transfer Pathways (GTP).

Course Attributes
Yes ⦿
No ○

Attributes ⑦

AH1	☐
AH2	☐
AH3	☐
AH4	☐
CO1	☐

b) Enter the catalog narrative

Attribute Catalog Narrative	LAH1-History and LAMS-Multicultural Studies and GT History

e.g. "Variable Title Course and LAH1-History"

AFS 100 Introduction to Africana Studies

Reviews the emergence of Africana Studies as an interdisciplinary field and also presents a rudimentary panorama of the African diaspora. Methodological questions and intellectual debates within the field are introduced.

Credits: 3

Course Attribute : LAH1-History and LAMS-Multicultural Studies and GT History

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32) Registration Restrictions

a) Courses can be restricted so only certain student groups can register without requiring an override from an instructor.

REGISTRATION RESTRICTIONS

Restrict by Degree Program
    Yes   ○
    No   ○

Restrict by Major/Minor/Concentration
    Yes   ○
    No   ○

Restrict by Student Level
    Yes   ○
    No   ○

Restrict by Student Class
    Yes   ○
    No   ○

Restrict by Earned Degree Type
Uncommon Restriction Type
    Yes   ○
    No   ○

Restrict by Campus Code
Uncommon Restriction Type - Used currently for courses only offered at Denver Urban Education Center
    Yes   ○
    No   ○

b) **Degree Program**: This is for specific programs, such as bachelor's degrees, master's degrees, certificates, etc. The "Program Code" is used to identify these. Please see the Insight report CRS062 Curriculum Guide for the list of active program codes or contact the Registrar's Office if you are not sure of the correct program codes.

    i) **CRS062 Curriculum Guide:**

Curriculum Guide

Programs That Students Can Declare and Programs That Can Be Completed if Already Declared

Program Code	Program	Base Rule Numb	Prog Level	Prog Campus	Prog College	Prog Department	Prog Department Desc		Prog Degree	Prog Major	Major
BA-ENGE-CLEN	English Sec Ed:CLD-BA	986	UG		HS	ENG1	English	42500	BA	ENGE	English Secondary Education
BA-ENGE-ENLL	English Sec Ed:Eng Lang Lit-BA	988	UG	M	HS	ENG1	English	42500	BA	ENGE	English Secondary Education
BA-ENGE-SPEN	English Sec Ed:SPED-BA	987	UG	M	HS	ENG1	English	42500	BA	ENGE	English Secondary Education
BA-ENGL-SEC	English:Secondary-BA	20	UG	.	HS	ENG1	English	42500	BA	ENGL	English

    ii) **Curriculum Form:**

iii) Catalog:

EED 318 Pedagogy and Practices in Social Emotional Learning

Examines theories, current research on, and practical applications for embedding social and emotional learning competencies into discipline-specific content and provides pedagogies to support diverse student needs in the secondary classroom.

Credits: 3

Prerequisites : (GPA-3.0) and (EED 308 and STEP 161 with a minimum grade of S)

Program Restrictions :

Include English:Secondary-BA and English Sec Ed:CLD-BA and English Sec Ed:Eng Lang Lit-BA and English Sec Ed:SPED-BA

c) **Major**: This is for specific majors, minors, or concentrations. Major/Minor codes often are added to multiple degree programs, so can therefore be a good option to have just one code used for multiple programs, such as "ARTD – Art & Design" in the example below. Please see the Insight report CRS062 Curriculum Guide for the list of active major codes or contact the Registrar's Office if you are not sure of the correct codes.

i) **CRS062 Curriculum Guide**:

(1) Minor codes are found on the second tab of the report:

ii) **Curriculum Form:**

Restrict by Major/Minor/Concentration

    Yes   ●

    No   ○

Restrict by	Include
Type of Restrictions	Major(s)/Minor(s)
Major Code(s)	ARTD and ARTS

Major/Minor/Concentration Code (i.e. ARTD)

Program Description(s)	Art & Design and Arts Entrepreneurship

Major/Minor/Concentration Description (i.e. Art & Design)

iii) Catalog:

ART 210 Introduction to Ceramics

This course is an introduction to the use of clay. The student will learn techniques used in wheel throwing and hand building and safe handling of ceramics chemistry and equipment.

Credits: 3

Prerequisites : (ART 181 and ART 182 and ART 183 and ART 184 and ART 234 with a minimum grade of D-)

Major/Minor Restriction : Include Art & Design (and) Arts Entrepreneurship Major(s)/Minor(s)

d) **Student Level**: UG (Undergraduate) or GR (Graduate)
   i) Note: "Include GR" restriction should be added to all 600-level and higher courses to restrict them to graduate students only. 500-level courses may have "Include GR" or "Exclude Freshman and Sophomore" (see Class Restrictions below).
   ii) **Curriculum Form:**

Restrict by Student Level

    Yes   ●

    No   ○

Restrict by	Include
Student Level	GR

UG-Undergraduate or GR-Graduate

   ### iii) Catalog:

APCE 602 Foundations of School Counseling

Study the conceptual foundation of the counseling and school counseling professions including history, philosophy, principles and trends. Includes functions of counselors, administrators, teachers and parents in meeting students' needs.

Credits: 3

Level Restriction : Include GR

e) **Student Class**: Freshman, Sophomore, Junior, or Senior
   i) Note: "Exclude Freshman and Sophomore" restriction should be added to all 500-level courses unless "Include GR" (see Level Restrictions above) is specified instead to restrict the course to Graduates only.
   ii) **Curriculum Form:**

   Restrict by Student Class

   Yes   ⦿

   No   ◯

   Restrict by   Include

   Student Class   Junior and Senior

   Freshman, Sophomore, Junior, Senior, Graduate.

   iii) **Catalog:**

   ## BA 460 International Business and Culture

   This seminar course is designed to provide students an in-depth understanding of the cultural values and norms abroad and how they translate into various business practices. International travel will be required. S/U graded.

   Credits: 3

   Class Restriction : Include Junior and Senior

f) **Campus**: Used only for courses exclusive to the Denver Center for Urban Education. Enter "O" for off campus / Urban Education. The catalog description will be customized.
   i) **Curriculum Form:**

   Restrict by Campus Code
   Uncommon Restriction Type - Used currently for courses only offered at Denver Urban Education Center

   Yes   ⦿

   No   ◯

   Restrict by   Include

   Campus   O

   Campus (i.e. M-Main Campus, O-Off Site State Funded)

   ii) **Catalog:**

   ## EDEL 359 Emergent Literacy, Pre-K Through Grade 3

   Study of theory and practice, instructional strategies and learning environments in teaching reading and language arts in pre-kindergarten through grade three.

   Credits: 1

   Prerequisites : (GPA-2.75) and (EDFE 110 with a minimum grade of S or Completion of Applic for Initial Adm to PTEP)

   Campus Restriction : Urban Education Majors only

33) Professional Education Council Review

a) Selecting "Yes" will open additional fields to provide information to PEC and will prompt the Curriculum Management System to include PEC and the CEBS Dean in the curriculum review workflow.

PROFESSIONAL EDUCATION COUNCIL REVIEW

Does this course require PEC review?
Courses that are part of licensure programs only. See PEC website for more information.
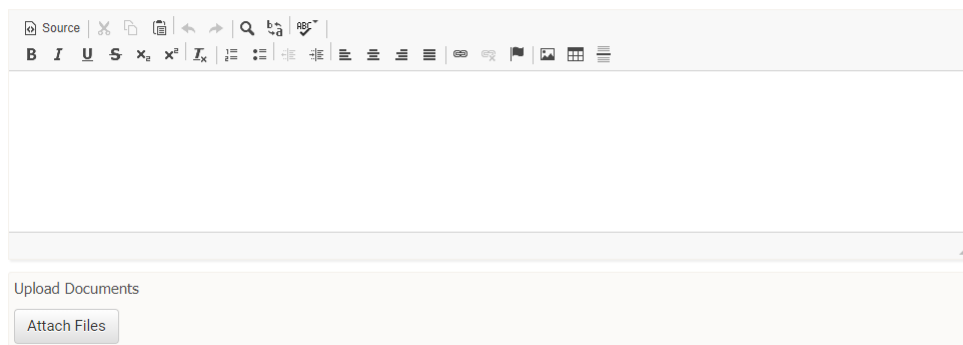
Yes ○
No ●

b) Provide additional narrative and/or documents requested by PEC for their review. See the PEC website for curriculum guidelines and information https://www.unco.edu/education-behavioral-sciences/for-faculty/professional-education-council/

PEC Additional Documentation
Do not forget to attach your program matrix. If your curriculum change constitutes a change in the program matrix, please highlight changes in the document.

Upload Documents
Attach Files

34) Liberal Arts Council Review

a) Selecting "Yes" will open additional fields to provide information to LAC and will prompt the Curriculum Management System to include LAC in the curriculum review workflow.

LIBERAL ARTS COUNCIL REVIEW

Does this course require LAC review?
Courses that are being submitted for inclusion in LAC/GtP need LAC approval. See LAC website for more information.

Yes ○
No ○

b) Select the Liberal Arts Curriculum Area(s) the course does or will reside in, which will ensure the proper LAC Curriculum Committee reviews the proposal. If the course is also seeking GTP (Guaranteed Transfer Pathways) designation, select the area from the drop down, or leave blank if the course is not GTP.

LAC Area
Select all that apply.

Arts & Humanities: Arts & Expression	☐
Arts & Humanities: Literature & Humanities	☐
Arts & Humanities: Ways of Thinking	☐
Arts & Humanities: World Languages	☐
History	☐
International Studies Designation	☐
Mathematics	☐
Natural & Physical Sciences	☐
Social & Behavioral Sciences: Economic or Political Systems	☐
Social & Behavioral Sciences: Geography	☐
Social & Behavioral Sciences: Human Behavior, Culture, or Social Frameworks	☐
U.S. Multicultural Studies Designation	☐
Written Communication: Intermediate Writing Course	☐
Written Communication: Introductory Writing Course	☐
Written Communication: Advanced Writing Course	☐

GT Pathways Area

c) Provide additional narrative and/or documents requested by LAC for their review. See the LAC website for curriculum guidelines and information https://www.unco.edu/liberal-arts-council/

LAC Supporting Information

LAC Supporting Documentation

Attach Files

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