Curriculum Review Form

UNIVERSITY of NORTHERN COLORADO

Curriculum Policy - University Regulations - Section 3-3-501
http://www.unco.edu/trustees/University_Regulations.pdf

Reset Form | Print Form

COURSE FORM

(text in red indicates a REQUIRED field)

Form updated 9/9/2014

Type of Request | **Change Type** | **Catalog Type** | **College:**

Department/School

Submitted By *(must have faculty status)* | **Date:**

Select YES or NO here to receive an email confirmation of your requested changes for proofing: | ***Email***

Printed Catalog Course Title:

Banner Course Title:

(limit is 25 characters/spaces for Banner "abbreviated" Course Title)

Course Prefix | **Course Number** | **Credit Hours** | **Has this # been used in the past 10 *years?***
(for new courses)

Scheduling Type | **Contact Hour Ratio** | **Requested Term** | **Year**

(* LEC/LAB/FLD/SEM for 308, 408, 508 and 513 courses)

Schedule Type/Contact Hour Ratio information available on the UNC Curriculum website.

Equivalent to Another Course? | ***If Yes, list course #'s here***

LAC Course? | **LAC Area?** | **gtP Designation?**

Pre/Co/Requisite(s) Information:
(select all that apply)

		Prerequisite	Concurrent Prerequisite	Co-requisite				Prerequisite	Concurrent Prerequisite	Co-requisite	
1. Course						2. Course					
3. Course						4. Course					
5. Course						6. Course					

(If more than 6 courses; please provide additional prerequisite information on page 2 of this form in the "Course Description" area.)

Prerequisite: a course that must be satisfactorily completed *before* enrolling in another course
Concurrent prerequisite: a course that could be taken *either* concurrently with *or* completed before another course
Co-requisite: a course that *must* be taken concurrently with another course

Registration Restrictions:
(select all that apply)

- ◯ Majors Only
- ◯ Majors/Minors Only
- ◯ Non-Majors Only
- ◯ Graduates Only
- ◯ Doctorals Only
- ◯ Masters Only
- ◯ Seniors or Above
- ◯ Juniors or Above
- ◯ Sophomores or Above
- ◯ Freshmen Only
- ◯ Audition Required
- ◯ Consent of Instructor

If the registration restriction you would like to use is more specific than the options above, please specify here (e.g., specific emphasis only, multiple majors only, specific degree only, etc.).

New or Changing Course Fees? | *If yes, the New/Change Fee Request Forms must be included.* | **Experimental #** *(if applicable)*

Repeatable for Credit: | **Grading Type:**

The codes listed in the drop down menus below are standard default codes only. You may enter other codes if appropriate.

CIP Code | **Department Code**

Division Code | **Taxonomy Code**

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Rationale for Change:

COURSE DESCRIPTION

Prefix, Number, Title, Credit Hours (3)

Example:

MET 407 Dynamic Meteorology II (4)
(3 lecture, 2 laboratory) Prerequisite: MET 306. Atmospheric motion and laws governing it.
Planetary and secondary circulations, jet streams, vorticity, cyclogenesis, air masses and fronts.

Course Description - Order for Catalog

1. Lecture / Laboratory, if appropriate
2. Contact Hours
3. Prerequisite Information
4. Concurrent Enrollment
5. Laboratory Required
6. Registration Restrictions
7. Course Description **(30 word limit)**
8. S/U Graded
9. Repeat Information
10. Course Fee Required *(participation/performance/workshop/field trip)*

Type your course description in the space provided below:

A = Approved; D = Denied *R = Recommend; N = Not Recommended*

School/Department Director/Chair

College Curriculum Committee

College Dean

Academic Affairs

Graduate Dean

Registrar's Office

Additional Approvals - *check all that apply*

☐ Professional Education Council (PEC)

☐ Liberal Arts Council (LAC)

College Dean (CEBS)

Comments

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COURSE FORM

What areas/programs of the catalog will this course reside? *Indicate areas/programs below (attach catalog pages)*

Impact of Change:

Include concerns from both within and outside of the originating unit (academic, resources, equipment, supplies, etc.)
If this course is used in any programs (majors, minors, electives, etc.) an impact statement from each department must be included.

If this curriculum change will affect other courses or programs in the catalog, you must provide separate curriculum forms for those changes. Please perform a search of the PDF catalog (CTRL + F) to confirm that you are aware of all areas of the catalog that the course resides.

EXAMPLES:

- If you are *deactivating* a course that is listed as a prerequisite or co-requisite for another course, a separate course form must be submitted for the affected course.
- If you are *deactivating* a course that is listed as a required or elective course in any program (e.g., major, minor, certificate, etc.) in the catalog, a program form must be submitted for the affected program.
- If you are creating a *new* course and would like it added as a required or elective course in any program in the catalog, a program form must be submitted for the affected program.
- If you are *changing the credit hours* of a course listed as a required or elective course in any program in the catalog, a program form must be submitted if the program hours change as a result.

COURSE SYLLABUS FORMAT CHECKLIST:

A syllabus is required with both new and major (significant) requests.

- ◯ Title *(credits)*
- ◯ Course Number and Prefix
- ◯ Prerequisites
- ◯ Course Objectives
- ◯ Outline of Course Content *(major content topic w/main subdivisions)*
- ◯ Method of Evaluation *(letter graded or S/U graded; S/U graded must be stated in the course description of the New Course or Course Modification memo)*
- ◯ The syllabus for a course proposed for liberal arts must contain a complete bibliography and must be accompanied by a statement of how the course meets the various criteria for the liberal arts category requested.
- ◯ Course Description
- ◯ Course Requirements *(exams, papers, etc.)*
- ◯ Required Texts and/or Required Reading List
- ◯ A double-numbered course must have appropriate required coursework for both undergraduate and graduate students.
- ◯ *(Optional)* Add the following disability statement to syllabus: *Students with disabilities: Any student requesting disability accommodation for this class must inform the instructor by giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.*

Once document is ready for Academic Affairs/Graduate Dean Approval place package into the Depository
(located at http://www.unco.edu/regrec/FacultyStaff/Curriculum.html)