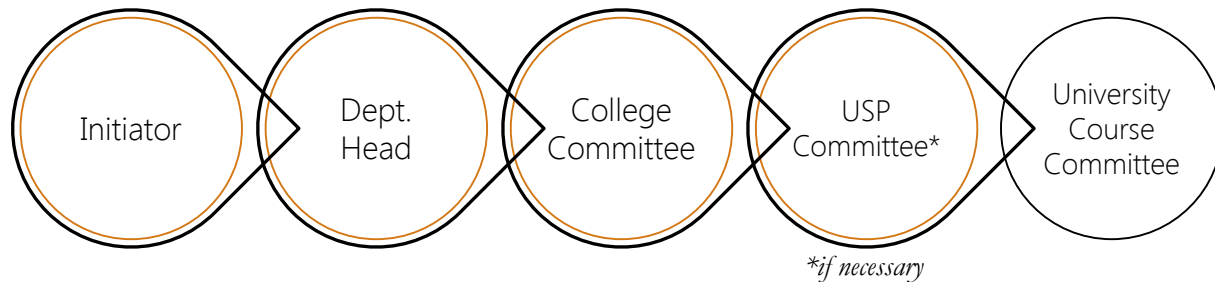


Course Action Request Form (CARF) Instructions

Governed by UW Regulations [2-116](#) & [2-112](#)

The CARF Process



The **CARF Signature Page** must contain signatures of all applicable Department Heads, College Committee chairs, and USP Committee Chair (if necessary) to be considered by the University Course Committee. Once completed, the entire CARF (including the **CARF Signature Page**) should be submitted via email to course-committee@uwyo.edu.

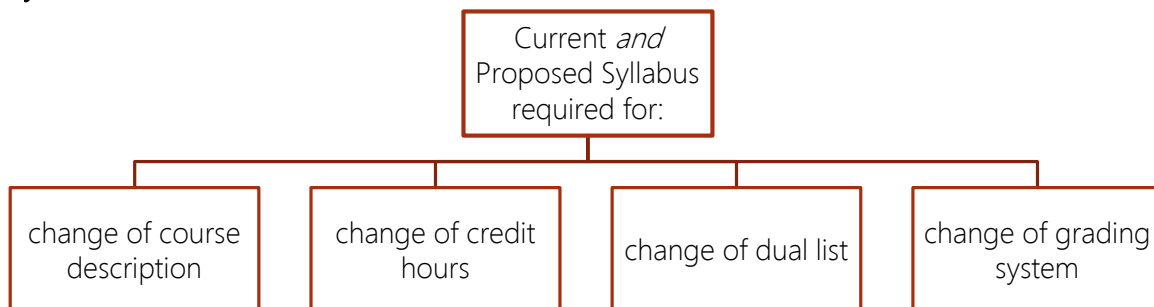
Choosing Course Numbers

For new courses or courses which are changing numbers, please contact Leslie Gallagher (leslieg@uwyo.edu) to verify new course numbers prior to beginning the CARF process. Please use the following guidelines:

Undergraduate Courses		Graduate Courses	
1001-1499*	Freshman level courses	5900	Practicum/College Teaching
2001-2499*	Sophomore level courses	5920	Cont Reg: On Campus
4960	Field Studies	5940	Cont Reg: Off Campus
4965	Directed Studies/Research Problems	5960	Thesis Research
4970	Internship/Practicum	5961	Plan B Projects
4975	Independent Study	5980	Dissertation Research
4980	Workshop	5990	Internship

**For 1000- and 2000-level courses, please contact Danielle Mahlum in the Registrar's Office (6-6647) regarding articulation with community colleges. Course numbers 1500-1999 and 2500-2999 are reserved for technical courses at community colleges.*

Attaching Syllabi



Courses that are dual-listed as 4000- and 5000-level must include a syllabus which shows additional requirements for graduate students and a separate grading rubric for undergraduate and graduate work.

For questions, please contact the University Course Committee at course-committee@uwyo.edu.

Course Action Request Form (CARF)

Initiator of this CARF

Name:

Dept.:

Phone:

Current

Proposed

Proposed Action

☐ Modify a Course (choose below):

☐ Course Description

☐ Prerequisites

☐ Course Number

☐ Course Title

☐ Cross/Dual List

☐ Credit Hours

☐ Grading System

☐ USP Designation

☐ Other:

☐ Discontinue a Course

To discontinue a course, complete only the Rationale section and signature page of the CARF. All other sections can be left blank.

☐ Add a New Course

To add a course, all sections of the CARF must be completed and a proposed syllabus meeting UW Regulation 6-809 must be attached.

Proposed Action to Take Effect:

Changes cannot take effect for a given semester once registration opens for that semester.

USP Designations

Existing USP Designation(s):

Proposed USP Designation(s):

All proposed USP Designations must be accompanied by proof of approval from the USP Committee.

Rationale for This Proposal

Prerequisites

Enforce in Banner? ☐Y ☐N

Only individual courses, USP designations, test scores, GPA, or class standing can be enforced.

Current:

Proposed:

Restrictions

Restrict enrollment by: Department, Field of Study, Class, Level, Degree, Program, Student Attribute, or Cohort.

Current:
include:

exclude:

Proposed:
include:

exclude:

Publish restrictions in course description.

Course Description

Current:

Proposed:

Maximum of 50 words. Anything over 50 words will be edited by the Registrar's Office.

Credit Hours

Current:

(or) , max.

Proposed:

(or) , max.

Dual/Cross Listings

Current:

Proposed:

Activity Type

Current:

Proposed:

Grading System

Current:

☐A/F ☐S/U

Proposed:

☐A/F ☐S/U

Miscellaneous

What extra material resources will be required? (Space, equipment, travel, support budget, library holdings, etc.)

What personnel resources will be required? (Who will be available to teach & how will it affect their teaching load?)

What is the impact on other courses? (Will any courses be taught less, discontinued, etc.?)

What courses does this course resemble or overlap in content or title? How does it differ?

CARF Signature Page

<p style="text-align: center; margin: 0;">Initiator of this CARF</p> <p>Name:</p> <p>Dept.:</p> <p>Phone:</p>	<p style="text-align: center; margin: 0;">Course</p> <p>Current</p> <p>Proposed</p>
--	--

Proposed Action





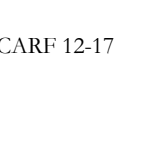


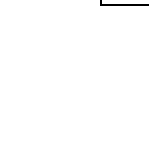
<input type="checkbox"/> Modify a Course (choose below): <input type="checkbox"/> Course Description <input type="checkbox"/> Prerequisites <input type="checkbox"/> Course Number <input type="checkbox"/> Course Title <input type="checkbox"/> Cross/Dual List <input type="checkbox"/> Credit Hours <input type="checkbox"/> Grading System <input type="checkbox"/> USP Designation <input type="checkbox"/> Other:	<input type="checkbox"/> Discontinue a Course <p style="text-align: center;"><i>To discontinue a course, complete only the Rationale section and signature page of the CARF. All other sections can be left blank.</i></p>	<input type="checkbox"/> Add a New Course <p style="text-align: center;"><i>To add a course, all sections of the CARF must be completed and a proposed syllabus meeting UW Regulation <u>6-809</u> must be attached.</i></p>
--	--	--

Proposed Action to Take Effect:

Changes cannot take effect for a given semester once registration opens for that semester.

Digital Signature

(double click on the appropriate signature line to sign.)

							
--	--	---	---	---	---	---	---