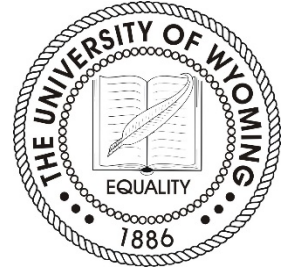

UNIVERSITY OF WYOMING REGULATIONS

Subject: Course Approval Process

Number: UW Regulation 2-116



I. PURPOSE

To establish the Course Approval Process.

II. COURSE APPROVAL PROCESS

A. Initiation of Requests

1. Changes in curriculum are initiated at the department/division level. Proposals to add, revise, or delete courses in a curriculum must be reviewed and approved by the department/division in consultation with the faculty.
2. After a course proposal has been approved by the department/division, it will be submitted to the College Review Committee with a copy sent to the Course Review Coordinator located in the Office of the Registrar.

B. University Course Review Committee

The University Course Review Committee is charged with monitoring the entire course review process through the Course Review Coordinator located in the Office of the Registrar. When considering course additions, revisions, or deletions to the University curriculum, the University Course Review Committee shall be responsible for ensuring that all of the requisite endorsements have been obtained (see below), that the proposal does not present any unjustified duplication with other academic units, and that the request is consistent with the current University guidelines regarding courses (see the Course Review Guidelines section of this Regulation). The composition of the University Course Review Committee is established in UW Regulation 2-302.

C. Course Review Coordinator

The Course Review Coordinator, while not a voting member of the University Course Review Committee, will act as the process resource person for the Committee. The Course Review Coordinator will track the proposal by location and timeline and will be the resource person for providing information regarding the course review process (e.g., how to initiate a proposal, what steps to follow).

D. Endorsements

Each college or undergraduate interdisciplinary program shall have in place its own review committee. Each unit described below is responsible for determining its own means of endorsement (e.g., Dean, Dean's Designee, Committee). Each unit that forms an endorsement or review committee shall be responsible for determining the composition of this committee. All endorsing units herein specified are subject to the Silence is Approval Stipulation.* *The "Silence is Approval Stipulation" means that if action is not taken within 30 regular semester days (Monday through Friday during the Fall and Spring Semesters only) of receipt of the course request being proposed, then the proposed course request will be considered approved by the identified endorsing unit. If approved, the Course Review Coordinator will send the proposal to the next step.

- 1. College.** The College Review Committee is responsible for minimizing unnecessary duplication of courses within the College, for ensuring that sufficient resources exist to be able to offer the proposed changes to its curriculum, and for evaluating the academic merit of the proposal on the basis of standards appropriate to the relevant discipline for courses at all levels, 1000 to 6000.
- 2. University Studies.** The University Studies Committee is responsible for reviewing all course proposals that request the addition of a new course or the revision of an existing course to the University Studies curriculum.
- 3. Community Colleges.** All courses numbered 2000 or lower must be articulated with the Community Colleges through the University Registrar's Office.
- 4. Interdisciplinary Undergraduate Programs.** Educational programs involving more than one college must have a program review committee in place with representation from constituent colleges.

E. Course Review Process Summary

- 1.** The course proposal is written by a faculty member and approved by her/his department/division head. For interdisciplinary undergraduate courses, a department or unit must be identified as the academic home for the course.
- 2.** The department sends the course proposal to the appropriate college for action, with a copy sent to the Course Review Coordinator. The proposal shall indicate that the Silence is Approval Stipulation is in effect.
- 3.** The Course Review Coordinator notes the time of the proposal's submission to the College and return from the College. The Silence is Approval Stipulation is in effect.

4. Once the proposal is approved, the Course Review Coordinator will ensure that the course proposal is sent to the University Studies Committee and the Registrar's Office for action as appropriate. The time of its submission to and return from these units is noted by the Course Review Coordinator. The Silence is Approval Stipulation is in effect.
5. The course proposal goes to the University Course Review Committee for final action. The Course Review Coordinator will distribute the agenda for the University Course Review Committee to all department/division heads one week prior to the meeting of its Committee. The Silence is Approval Stipulation is in effect.
6. These provisions also apply to undergraduate interdisciplinary courses that involve more than one college. Additionally, the course proposal must be approved by the interdisciplinary program's review committee.

III. COURSE REVIEW GUIDELINES

A. University Course Review Committee

The University Course Review Committee is additionally charged with the development and maintenance of the Course Review Guidelines, and with the routine examination and maintenance of the Course Review Process itself.

B. General Justification

Each course proposal must justify the proposed action in light of departmental/divisional, collegiate, and institutional missions and resources, changes in the knowledge base, curriculum development, and enrollment trends.

C. Resource Allocation

Each course proposal should identify the resources and special expertise available to support the course offering or change, including personnel and special facilities necessary for the implementation of the course.

1. All proposals requiring additional institutional resources which cannot be garnered through internal reallocations at the college level should be referred by the college dean to the Office of Academic Affairs. No new courses may be implemented for new programs until the necessary resources have been garnered.

2. Resources to be accounted for in support of additional courses might include, but are not limited to, the following: personnel, library holdings, computer resources, classroom space, equipment, travel funds, and general support.
3. Whenever a proposed course change will impact other departments/divisions/colleges within the University, the course proposal should reflect discussion with those units and resolution of any concerns about required prerequisites, changing sequence patterns, and enrollment impact.

D. Changes to Program

Requests for an exceptional number of new courses and/or substantial course revisions, which are indicative of programmatic rather than minor changes to the curriculum, shall be referred by the initiating department to the Faculty Senate Academic Planning Committee or the Budget Planning Committee. The University Course Review Committee may also make such a referral to these committees.

E. Duplication of Content

University policy discourages the unnecessary duplication of content among courses. To that end, unjustified duplication of content may be seen as sufficient reason to reject a course proposal at any level of review. If the initiating department/division anticipates some overlap of content, it should, in the planning phase for the course proposal, contact the affected departments/divisions and establish:

1. Justification for the apparent overlap,
2. Means of meeting student needs through cross-listing, or
3. Alternate offerings.

Forwarded course proposals should contain appropriate explanations and signatures of all department/division heads agreeing to the proposal with respect to the issue of duplication.

F. Forms

To facilitate comprehensive college analysis addressing all issues and to enable informed University review and implementation, standard forms, approved by the University Course Review Committee, shall be published by the Office of Registrar and made available through the Course Review Coordinator to departments/divisions and colleges upon request.

Effective Date: July 1, 2018

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 806; adopted 5/8/2009 Board of Trustees meeting

Revisions adopted 11/18/2010 Board of Trustees meeting

Revisions adopted 6/16/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 6-806, now UW Regulation 2-116