**Course Action request forms**

Forms and info can be found on the Registrar’s webpage:

(ALWAYS USE THE MOST CURRENT FORM ON THE WEBPAGE!)

<http://uwadmnweb.uwyo.edu/registrar/coursecomm.asp>

1. Please send electronically as a WORD doc, *not a pdf*.

Email to both Audrey ([ashal@uwyo.edu](mailto:ashal@uwyo.edu)) and Sue ([woirhaye@uwyo.edu](mailto:woirhaye@uwyo.edu)).

1. Send one *complete hard copy*, with original signatures (signature page on top)
2. How to Name (if you don’t send it this way, we will send it back!):

Ex: POLS 1000 CARF

POLS 1000 SYLLABUS

POLS 1000 USP

1. On the syllabus, please make sure you include a grading scale. It’s not on the template, but should be included. Be sure to include both the current and proposed versions.
2. Please remember that this entire process takes ~6 weeks. Once you send it to us (and we won’t go forward until we have the signature page and everything is ok), it has to go to the A&S sub-committee, then full committee. Then it goes to either Academic Affairs for USP (which will add time to the process), or to the University committee. This is important to remember in the spring--If you want a course to make it through the process in Spring semester you must have it to us by the **first of February** (watch the university dates/deadlines) and plan for at least 6 weeks, keeping in mind the last meeting date of the university course committee in April (not May).
3. **University Course Committee Deadlines**: also on the web. Remember those are the deadlines WE have to follow, you’ll need ~6 weeks prior to those to get them through our college process.
4. Please watch for the committee minutes on the above webpage, those will tell you the status of your course when it’s gone through UW’s course committee meeting.