



UNIVERSITY OF WYOMING REGULATIONS

Subject: Course Approval Process
Number: UW Regulation 6-806 (2-XX)

I. PURPOSE

To establish the Course Approval Process.

II. DEFINITIONS

“Curriculum Review Committee” means a committee of faculty members appointed by the dean or other head of a Unit that awards degrees.

“Course” means any class, laboratory or other group educational opportunity offered at the University for academic credit for which students are eligible to enroll.

“Course Review Coordinator” means a person appointed by the Provost with the duties specified in Section III-C below.

“Interdisciplinary Program” means a course of study that requires a student to take courses from different departments or disciplines in order to earn a degree or degrees.

“Program Review Committee” means a committee of faculty members for an Interdisciplinary Program, made up of representatives from the various disciplines represented in the program.

“Unit” includes a program, department, division, school, college or other academic unit that offers courses for academic credit.

III. COURSE APPROVAL PROCESS

A. Initiation of Requests

1. Changes in curriculum are initiated at the ~~department/division/school level~~Unit level. Proposals to add, revise, or delete Courses in a curriculum, including international field/travel courses, must be reviewed and approved by the

30 department/division/school Unit proposing the addition, revision or deletion in
31 consultation with the faculty of that Unit.

- 32
33 2. After a Course proposal has been approved by the department/division Unit, it
34 will ~~shall~~ be submitted to the College Review Committee with a copy sent to
35 the Course Review Coordinator located in the Office of the Registrar.

36
37 **B. University Course Review Committee**

38 As outlined in UW Regulation [6-702] (Establishment of Faculty Senate
39 Committees), the University Course Review Committee is charged with monitoring
40 the entire course review process. When considering Course additions, revisions,
41 or deletions to the University curriculum, the University Course Review Committee
42 shall be responsible for ensuring that all of the requisite endorsements have been
43 obtained (see ~~below~~ C through D) and that proposals do not present any unjustified
44 duplication with other academic units.

45 **C. Course Review Coordinator**

46 The Course Review Coordinator will act as the process resource person for the
47 Committee and is a non-voting ex-officio member. The Course Review
48 Coordinator will track proposals and will serve as a resource for providing
49 information regarding the course review process.

50 **D. Endorsements**

51 Each ~~college, school, or undergraduate interdisciplinary program~~ Unit shall have in
52 place its own ~~course curriculum~~ Curriculum review ~~Review committee~~ Committee.
53 Each ~~Unit is responsible for~~ shall determine its own means of endorsement
54 (e.g., Dean, Dean’s Designee, Committee). Each ~~Unit that forms an endorsement~~
55 or review committee ~~a Curriculum Review Committee~~ shall be responsible for
56 determining the composition of this committee. All ~~endorsing units herein specified~~
57 ~~are subject to~~ Curriculum Review Committees shall follow the Silence is Approval
58 Stipulation, such that if action is not taken within 30 regular semester days (Monday
59 through Friday during the Fall and Spring terms only) of receipt of the course
60 request being proposed, then the proposed course request will be considered
61 approved by the relevant ~~endorsing unit~~ Unit. If approved, the Course Review
62 Coordinator will send the proposal to the next step.

63 **1. College.** The ~~Curriculum college review~~ Review committee ~~Committee~~ should
64 seek to minimize unnecessary duplication of course content within the College
65 and University, ensure that sufficient resources exist to offer the proposed
66 changes to its curriculum, and evaluate the academic merit of the proposal on
67 the basis of standards appropriate to the relevant discipline for courses at all
68 levels, 1000 to 6000.

69
70 **2. University Studies.** The University Studies Committee is responsible for
71 reviewing all Course proposals that request the addition of a new Course or
72 the revision of an existing Course to the University Studies curriculum.
73

74 **3. Community Colleges.** To the extent that ~~they are offered, all~~ any Courses
75 numbered 2000 or lower ~~must be is articulated with, and the University must~~
76 ~~give notice to,~~ the Wyoming Community Colleges, any proposed course request
77 affecting such Course must be shared with the Community Colleges for
78 comment. The Course Review Coordinator shall take any comments into
79 account in deciding whether to advance the proposal.
80

81 **4. Interdisciplinary Undergraduate Programs.** Educational programs
82 ~~involving more than one college that require students to take courses from more~~
83 than one Unit must have a Program Review Committee in place with
84 representation from constituent ~~colleges~~ Units. If a Course is proposed to be
85 added or eliminated in any discipline that affects an Interdisciplinary Program,
86 the Unit proposing the addition or deletion of the Course must notify the

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87 Program Review Committee for the Interdisciplinary Program and that
88 committee shall provide its comments to the Course Review Coordinator.
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90 **E.** **Resource Allocation:** Each Course proposal should identify the resources and
91 special expertise available to support the Course offering or change, including
92 personnel and special technology, facilities or materials necessary for
93 implementation of the Course.
94

95
96 **E.F.** **Changes to Program**
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98 Requests for an exceptional number of new Courses and/or substantial Course
99 revisions, which are indicative of programmatic rather than minor changes to the
100 curriculum, shall be referred by the initiating department to the Faculty Senate
101 Academic Planning Committee. The University Course Review Committee may
102 also make such a referral to ~~thate~~se committees.

103 **G.** **Approval of Course proposal**

104 After the applicable College Review Committee and (if necessary) any applicable
105 Program Review have reviewed the Course proposal, the Course Review
106 Coordinator will prepare a report and recommendations to the University Course
107 Review Committee, which may approve the Course proposal, deny the Course
108 proposal, or return the Course proposal to the Unit with recommendations for
109 changes limited to coordination with other Courses or offerings of the University.

110 **IVH.** **BOARD OF TRUSTEES REPORT**

111 A list of deleted and new Courses shall be reported to the Board of Trustees annually at
112 ~~their~~its September meeting.

Effective Date: July 1, 2019~~8~~

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

Source:

Links: <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

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Associated Regulations, Policies, and Forms:

History:

University Regulation 806; adopted 5/8/09 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
Revisions adopted 6/16/15 Board of Trustees meeting