COURSE

POLICY

GUIDE

The course action proposal process described in the 2025-2026 policy guide affects courses that will appear in the 2026-2027 catalog.

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Registrar YouTube Channel: https://www.youtube.com/@registrarwy

WyoLearn Training: https://www.uwyo.edu/wyolearn/login.html

Definitions for Courses

Articulated Course: A course that may transfer from another university or community college.

Academic Transfer Course (also known as General Elective and/or Transfer Course): Is typically a community college credit course with a 1000-1499, 2000-2499, 3000-3499, 4000-4499 number, that transfers to a four-year baccalaureate degree granting institution. These courses are not usually classified as an occupational or developmental education courses.

Banner: Ellucian Banner is an enterprise resource planner (EER) system for higher education institutions for registration and curriculum management.

Career Technical Education (CTE) Course: Is typically a community college credit course with 1500-1999 and 2500-2999 numbers, that does not transfer to a four-year, baccalaureate degree granting institution.

Common Course: Community college credit courses numbered 010-999, 1000-1999 or 2000-2999 that are offered by least two Wyoming Community Colleges or are numbered 1000-1499 or 2000-2499 are offered by UW and at least one Wyoming community college.

Course Action Proposal (CAP): Proposal created in Modern Campus Curriculum software.

Course Designation: The identification of a course as either an academic transfer course or CTE course Developmental Education/Remedial Courses – Courses numbered 010-999 are offered to prepare students with skills needed to successfully complete college level courses. These courses normally are not degree or certificate requirements nor do they transfer.

Course Modification: Makes changes to one course that populates in the Catalog, Banner, and WyoWeb.

Course Discontinue: Removes one single course from the catalog and Banner. Once a number is discontinued in Banner, it cannot be used again.

Course Hibernation: Hides a course from the catalog, but is still accessible in Banner.

Course Mass Discontinuation: The discontinuation of three or more classes at one time in the catalog and Banner. Requires only one form.

General Elective and Transfer Course: A 1000-1499 and 2000-2499 credit course which is generally accepted for transfer to a four year, baccalaureate degree granting institution. These courses are not usually classified as an occupational or developmental education courses.

Modern Campus Catalog or Catalog (formally Acalog): The software application used to create, organize, and publish the university catalog online.

Modern Campus Curriculum (formally Curriculog): The software application used to create courses and put them through an automated workflow of approvals process (Course Action Proposal, CAP).

Office of the Registrar (OTR): The Office of the Registrar manages Modern Campus Curriculum, an online curriculum management system for the creation of courses. Curriculum works with the online Modern Campus Catalog to ensure course and program accuracy for students, staff, and faculty.

Expectations and Support

The Office of the Registrar has guidelines and expectations for how to submit a CAP. However, each college is allowed to create their own regulations, deadlines, and suggestions. When in doubt, please reach out to the respective University Course Review Committee representative from each college for questions:

College of Agriculture, Life Sciences, and Natural Resources:
University Course Review Committee Member: Christine Wade cwade@uwyo.edu
College of Arts and Sciences:
University Course Review Committee Member: Carolynn Pepper CPepper@uwyo.edu
College of Business all Departments:
University Course Review Committee Member: Ronn Smith Ronn.Smith@uwyo.edu
College of Education:
University Course Review Committee Member: Christi Thompson christi.thompson@uwyo.edu
College of Engineering and Physical Sciences:
University Course Review Committee Member: Steve Barrett SteveB@uwyo.edu
College of Health Sciences:
University Course Review Committee Chair: Janelle Krueger jkruege1@uwyo.edu
Haub School of Environment and Natural Resources Temple Stoellinger tstoelli@uwyo.edu
School of Energy Resources University Course Review Committee Member: Kami Danaei kdanaei@uwyo.edu

We Strongly Discourage Waiting Until Final Deadlines

Because of the complexity and time commitment of making edits in both systems, Originators are *strongly* discouraged from entering courses at the last minute. Waiting until the last minute does not give the Registrar Systems Coordinator the ability to answer questions, troubleshoot software failures, or demonstrate the process. Please enter CAPS as early and accurately as possible.

A CAP does not guaranteed a course for creation at UWYO. Courses are governed by the University Course Review Committee, the Office of the Registrar, Enrollment Management, Transfer Relations, and Academic Affairs.

Help and Support

There are going to be problems with the software and how it is functioning at times. It is easiest if you have a problem if you take a screenshot and send it along with the issue at hand in an email to the Office of the Registrar. Nine times out of ten, the software will work again if you clear your browser cache, open a new browser, or restart the software.

Course Action Proposal {CAP}

The University of Wyoming utilizes Modern Campus Curriculum (formally Curriculog), an electronic academic program and course approval system for creating, modifying, deleting individual courses. Faculty and staff involved in departmental, college, and university-level review may view the   progress of their proposals from start to finish.

Courses at the University of Wyoming are governed by Academic Affairs, the Office of the Registrar, Transfer Relations, individual colleges, the Board of Trustees, Common Course Numbering System, and the University Course Review Committee.

Academic Affairs

Academic Affairs has separate Academic Policies and Procedures. Certain new items such as   degrees and certificates need to go through the approval for that program through the Board of   Trustees meeting at the same time as the new or modified courses are going through the University Course Review Committee. Please contact Academic Affairs for questions about the process of   timing degrees with course creation. Academic Affairs houses the syllabus template for syllabi   requirements for course submitted to the University Course Review Committee.

The Course Approval Process is outlined in the Standard Administrative Policy and Procedure Number: UW SAP 2-119.2

Individual Colleges

Each college has their own timelines for when it is necessary to submit the courses into the   Curriculum portal in time for College Committee meetings. Please contact the college specific   undergraduate Assistant Dean, Academic Director, or University Course Review Committee member for specific deadlines for submission.

Board of Trustees

The Board of Trustees has their own timeline for approving new college programs/degrees/certificates/ect. Please reference their website for timelines.

Course Approvals and Population of UW Data Systems

1. Course Action Proposals (CAP) are submitted as a .pdf to an Originator =>

2. CAPs are then reviewed in Modern Campus Curriculum =>

3. Once approved, course data is transferred to Modern Campus Catalog =>

4. Data is transferred to Banner SIS =>

5. Data is transferred to Academic Scheduling =>

6. Data is transferred to WyoWeb.

Modern Campus

Curriculum Workflow

Originator	Person responsible for inputting the information for a CAP into Modern Campus Curriculum.
College CAP Check	Verifies all requested information submitted along with appropriate syllabi submissions.
Office of the Registrar Check	Verifies all requested data is correct, along with appropriate syllabi submissions.
Department Head/Approver	Verifies all requested information submitted along with appropriate syllabi submissions.
College Curriculum Committee	Reviews and approves CAPs meet all necessary guidelines. Ensures a course meets the requirements for a PN, Q, H, D, G, V
University Studies Program	Ensures a course meets the requirements for a COM1, COM2, COM3, or FYS.
University Course Review Committee (UCRC)	Seeks to minimize unnecessary duplication of course content, ensure that sufficient resources exist to offer the proposed changes to the curriculum and evaluate the academic merit of the proposal on the basis of standards appropriate to the relevant discipline for courses at all levels. Ensures that CAP content and associated syllabi meet UW guidelines.
Common Course Numbering System (CCNS)	UWYO's commitment to the CCNS state mandate gives community colleges time to make a determination on any courses or course changes.
Registrar	Ensures UWYO academic policy is being upheld and applied to course decisions.
System Administrator	Final check to make sure all UCRC decisions are upheld.

Guidelines for Submitting a CAP

COURSE ACTION	PURPOSE	SYLLABUS REQUIREMENTS (All new syllabi must follow the template syllabus guidelines on the Academic Affairs website to the letter.) Old syllabi can be in the old template format.	FORMS (All forms such as the .pdfs are on the OTR website.)
New Course	Creates one new course in the Catalog and Banner that populates on WyoWeb.	New syllabus	New Course Form AY 2026-2027
Course Modification	Makes changes to one course that populates in the Catalog, Banner, and WyoWeb.	New syllabus + old syllabus.	Course Modification Form AY 2026-2027
Course Discontinue	Removes one single course from the Catalog and Banner. One a number is discontinued, it cannot be used again.	No syllabus required	Course Discontinue Form AY 2026-2027
Course Mass Discontinuation	The discontinuation of two or more classes at one time. Requires only 1 form.	No syllabus required	• Faculty submit list of courses to be discontinued to Originator. Course Mass Discontinuation Form in Curriculum AY 2026-2027
Course Hibernation	Hides a course from the Catalog, but is still accessible in Banner.	No syllabus required	• Faculty submit list of courses to be hibernated to the Office of the Registrar.

CAP Initiation Forms

Faculty start the course process by utilizing a CAP Initiation Form. These forms can be digital (Qualtrics) or the .pdf form on the Office of the Registrar website. This will be a choice between the faculty member and the originator.

Faculty need to fill these out fully before giving them to Originators. Any questions about missing information on the worksheets please follow up with that faculty member.

CAP INITIATION FORMS

New Course Proposal .PDF

Modify Course Proposal .PDF

Discontinue Course Proposal .PDF

Course Attributes

- To apply for a University Studies Program (USP 2015) attribute, A&S College Core attribute (Diversity or Global), or Honors program attribute, please see the Office of the Registrar website to access the different departmental forms. Make sure these worksheets are included if the faculty is requesting any of these attributes.

- For questions about the attributes, please contact the respective department for questions.

- You do NOT need to get the signatures on the USP forms, the Curriculum workflow takes care of the signatures moving forward.

2015 USP Attributes

C1 = Communication 1= U5C1

C2 = Communication 2 = U5C2

C3 = Communication 3 = U5C3

FYS = First-Year Seminar = U5FY

H = Human Culture = U5H

PN = Physical and Natural World = U5PN

Q = Quantitative Reasoning = U5Q

V = American and Wyoming Government = U5V

The University Studies Program is University of Wyoming Regulation Number: UW Regulation 2-105

Make sure to have the correct learning outcomes in the syllabus for an initial application or for a renewal of an attribute.

University Studies Program 2015 Worksheets Renewals or Initial Application:
https://www.uwyo.edu/usp/index.html

Arts and Sciences D and G College Core Worksheets:
Arts and Sciences D Designation Request/Renewal form:
https://www.uwyo.edu/registrar/faculty-and-staff/asd.pdf

Arts and Sciences G Designation Request/Renewal form:
https://www.uwyo.edu/registrar/faculty-and-staff/asg.pdf

Honors Program Attribute

HPGP

Honors Program Global Perspectives= HPGP

A&S College Core Attribute

D and G Attributes

G = A&S College Core Global = ASG

D = A&S College Core Diversity = ASD

Course Hibernation, Discontinue, and Mass Discontinuation

Definitions:

Course Hibernation: Non-publicized status of an already approved course that has not been taught in the last 12 months that will remain in Banner, but is not listed in the Catalog or degree programs, if applicable.

Course Discontinue: The complete deletion of a course from UWYO's Acalog Catalog and Banner. Once a course number is discontinued, it can never be used again at UWYO.

Mass Discontinuation: This process allows users to delete multiple courses using one CAP form in Curriculog for removal of the course from the Catalog and Banner.

Specifications:

- A hibernated course will remain in that status.
- Each year the department will be notified and asked if they would like to discontinue the hibernated courses.
- The recommended length of time that a course should remain on the master list of approved courses without being taught is seven years.

A course that isn't expected to be taught in the next year or more may be hibernated or hidden from the course catalog. The course may be taken out of hibernation whenever it is going to be offered again.

Procedure:

If a department/program wishes to offer and publicize a hibernated course, the department head informs the Registrar's Office. A course taken out of hibernation and then not taught for any reason will revert back into hibernation and the year will be counted as if it had not left hibernation status.

A course that has been in hibernation for seven years will be brought to the attention of the department head during the seventh year. If a department/program believes that a course will be taught within the eighth year, an extension may be granted by contacting the Registrar's Office.

Some specific types of courses (e.g. independent study, internship, research assistantship) may be considered for exemption from hibernation despite infrequent usage.

Course Syllabus Template

The Syllabus Template for course creation is housed in Academic Affairs. To navigate to the page, go to:

UW Homepage → Academic Affairs → Academic Personnel → Syllabus Requirements
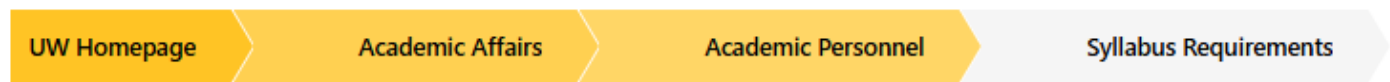
Course Syllabus Requirements fall under Standard Administrative Policy and Procedure Number: UW SAP 2-100.1

Syllabus Guidelines from University Course Review Committee (UCRC)

Prerequisites:

UW Reg 2-100, section 3H

o Upper division classes are those designed primarily for juniors and seniors and are designated by numbers between 3000-3999 and 4000-4999.

Upper division classes are characterized by the following criteria.

§1. The class must: a. Build upon concepts, techniques and skills learned in lower division classes by presenting advanced concepts requiring well developed analytical skills, or encouraging the abilities to synthesize and create; and ·b. Require significant prerequisites such as: 1) substantial general introduction in the discipline or related areas, as evidenced by specific collegiate classes as prerequisites; or 2) a general educational background at the collegiate level, as evidenced by multiple prerequisites; 3) acceptance into or advanced standing in a recognized professional program; or 4) appropriate progress in program.

§2. 4000-level classes should contain specific content at a level to prepare students for either graduate study or entering the work force. Class content at the 4000- level should normally have a relatively deep and narrow focus. Since some 4000-level classes can be utilized for graduate credit, these classes should generally be restricted to either seniors or graduate students

1. Course Prerequisites default are passing with a D, unless specified otherwise on the CAP.

2. Please use brackets and (and/or) language. Example: (ARE 3110 and ARE 4200) or ARE 4260

3. Test scores, test code, department, class, degree, program, campus, college, student attribute, cohort.

4. It is good for courses to have prerequisites. Courses above the 3000 level are highly encouraged to have prerequisites that build on the concepts of the course.

Syllabus Guidelines from UCRC

Activity Type

Undergraduate and graduate classes are classified into either group-instruction, or individualized-instruction.

Group-instruction, or Group 1 classes include: Lecture, Laboratory, Discussion, Seminar, Recitation, and Studio.

Individualized instruction or Group 2 classes includes: Lesson, Internship, Readings, Clerkship, Practicum, Independent Study, Independent Research, Thesis Research, Dissertation Research, and Continuing Registration.

Special Course Types

For all courses, please include a template syllabus that includes information about learning objectives. The syllabus needs to follow all of the Syllabus Guidelines outlined in the Academic Affairs Syllabus Template.

This includes the following courses:

Capstone, Field Studies, Directed Studies/Research Problems, Internship/Practicum/Independent Studies, Cooperative Work Experience, Seminar, Topics/Trial Courses, Workshop, First Year Seminar,

Office Hours and/or open-door policy:

1. Faculty are expected to have a minimum of three (3) hours, spread over two (2) days of the week of out-of-class availability to students each week.

2. If faculty do not know the office hours, paste the entire Office hours and/or open door policy in place of office hours to acknowledge requirement in the syllabus.

Course Description

1. Please make course descriptions 50 words or less.

2. The course description used in the CAP must match the course description in the syllabus.

Syllabus Guidelines from

UCRC

Dual-listed Courses: 4xxx/5xxx

For Dual-listed courses, UCRC asks that you provide for each course pair (e.g., AAST 4065/AAST 5065) a single syllabus that will serve both "classes," explicitly stating the dual listing.

For example, the syllabus for AAST 4065 should be written for AAST 4065/AAST 5065 and must show the requirements/expectations/assignments (etc.) for both undergraduate and graduate students.

20% Rule
Moreover, each syllabus must specify the differing expectations/assignments, etc. for undergraduates and graduate students (and, importantly, should demonstrate that graduate students engage in additional assignments and rigor than undergraduates (e.g. approximately 20% more work than undergraduates).
Example:

ZOO 4195/ZOO 5195

Graduate students enrolled in the course (ZOO 5195) will additionally develop an NSF-style 5-page grant proposal incorporating concepts and techniques from the lab into a new set of questions for their study system. After an initial meeting with the instructor to discuss guidelines (also provided on Wyocourses), graduate students will submit a 1 page summary with 3 possible ideas for the proposal prior to Spring pg. 15 break. Students will work with the instructor to select 1 idea to develop into the full proposal, due the last week of classes. This grant proposal will count for 20% of a graduate student's grade, with weekly lab reports counting for 30%.

Cross-listed Courses: Two or more departments

For Cross-listed courses, UCRC asks that you write the cross-listing on the syllabi.

Syllabus Guidelines from UCRC

Modifying or Creating a new Course Number or Prefix:

For Example: Say the department already has EDEC 1020. The College of Education decides they want to change the number to EDEC 1025.

1. You would need to submit a Course Discontinue for EDEC 1020.

2. Then you would create EDEC 1025 as a New Course.

Creating a New Course Number for an Already Established Prefix:

1. Please contact the Office of the Registrar to check to make sure the new course number has not been used in the history of the University of Wyoming. Once a number has been discontinued from Banner, it can never be used again. It is easier to double-check the number is available before the CAP is submitted in the Curriculum software.

2. Depending on what course it is, it is sometimes easier to check with the Common Course Numbering System Committee (CCNS) BEFORE the CAP goes through the workflow. This needs to be requested by either the faculty or the CAP Originator or the Office of the Registrar.

Creating a New Prefix:

1. Most departments already have an idea of the prefix they want for their new courses. It is also possible they have not determined that yet.

2. Prefixes can be created at any time, by any College or School.

3. Prefixes can be a maximum of 4 letters and a minimum of 2 letters.

4. When you reach out to the OTR to get a new prefix, it will be necessary to know what the new prefix stands for. i.e. EAP = English for Academic Purposes

5. It is up to the academic department to discontinue the old courses from the previous prefix through a Mass Discontinuation form.

CAP Changes—Rejections and Edits

When a CAP is incorrect for any reason, this is the protocol:

1. Write in the comments section what is incorrect and who said it (If it isn't the person who is using the software).

2. If the CAP is "rejected" it doesn't really mean rejected. It just sends the CAP back to the Originator for corrections.

3. The Originator would make the updates and send the CAP back through the workflow of approvals.

It is possible during any step to make edits if it is on your step. For Example, If you are the College CAP Checker, and you make an edit, it will make the update and it will time stamp who did what when. Then the CAP would move forward in the workflow without a rejection. It is up to colleges if they want to reject or do edits on a step.

Common Course Numbering System

The development and ongoing maintenance of the statewide course numbering system, including determining course equivalencies, shall be accomplished with the assistance of appropriate committees that shall include faculty members and staff of the community colleges and the University of Wyoming.

70% Rule Explained

Course content and principles need to be at least 70% similar to be considered an equivalent course. These courses are considered an equivalent. University of Wyoming Example ZOO 2450-Fish and Wildlife Management in the Anthropocene-Credits 4

Common Course Numbering System (CCNS)

The Wyoming Common Course Numbering System (CCNS) was developed in cooperation with the Community Colleges and the University of Wyoming to develop and maintain a common transfer process system that uses common course numbering for all undergraduate courses provided at the Community Colleges and the University of Wyoming.

The Common Course Numbering System (CCNS) is a state mandated law, HB0204 - Common college transcript-implementation. UWYO's commitment to CCNS is to find appropriate equivalencies between courses by working together in partnership with the Community Colleges across Wyoming.

University of Wyoming Example

ZOO 2450-Fish and Wildlife Management in the Anthropocene-Credits 4

Course Examines fundamental principles in management of natural resources, especially fish and wildlife populations. Students explore historical to contemporary context of management, population biology, management tools and their application, career opportunities, with specific emphasis on human dimensions, law, and policy. Students will develop oral and written communication skills.

Cross Listed: ENR 2450

Prerequisite: LIFE 1010, LIFE 2022, and COM1

Northern Wyoming Community College District Example

ZOO 2450 Principles of Fish and Wildlife Management (3 credits)

This course provides an introduction to wildlife values, wildlife communities and habitats, population management, predator control, natural diversity, and issues related to exotic species introductions. The course emphasizes principles of habitat, population biology and management, human dimensions of wildlife management, and law and policy. The biological basis for management is emphasized, and contemporary issues are discussed as they relate to specific aspects of management.

Prerequisites   BIOL 1010 General Biology I and one of the following: BIOL 2020 General Biology II or BIOL 2022 Animal Biology.

Existing Numbering Protocols

All courses must follow the existing numbering protocols

Existing Numbering Protocols				
	Academic	CTE	3000	4000
Capstone Courses	1395, 2395	1895, 2895	3395	4395
Field Studies	1460, 2460	1960, 2960	3460	4460
Directed Studies/ Research Problems	1465, 2465	1965, 2965	3465	4465
Internship/Practicum	1470, 2470	1970, 2970	3470	4470
Independent Studies	1475, 2475	1975, 2975	3475	4475
Cooperative Work Experience	1480, 2480	1980, 2980	3480	4480
Seminar	1485, 2485	1985, 2985	3485	4485
Topics/Trial Courses	1490, 2490	1990, 2990	3490	4490
Workshop	1495, 2495	1995, 2995	3495	4495
First Year Seminar	1101			
CTE Courses		1500-1999 and 2500-2999	Upper Division CTE course titles to start with "Applied" and end with 5	