Modify Course Proposal

Before completing this form, you may find it helpful to examine the webpages below:

[Course Creation for Faculty & Staff](#)
[Course Syllabus requirements](#)
[University Course Review Committee](#)
[Course Creation](#)

MODIFY COURSE PROPOSAL—Provide the following information, along with any required attachments:

- Your name & email address (initiating faculty):
- Department:
- Current Course Prefix:
- Proposed Course Prefix, if different:
- Current Course Number:
- Proposed Course Number, if different:
- Current Course Title:
- Proposed Course Title, if different:
- Current Course Title Short Version (30 characters or less including spaces, shows in Banner and WyoWeb):

- Proposed Course Title Short Version, if different:

- Briefly explain what you are trying to accomplish with this CAP (*This information will appear on the summary for the University Course Review Committee agenda and may not be the same as the rationale.*):

- Rationale for Course Modification(s) (What is the reason for the changes?):

- Effective semester and year:
- Current Course Description (Max 50 words):

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- Proposed Course Description, if different (Max 50 words):

- Current course USP Attribute(s), if any (COM1, COM2, COM3, FYS, PN, Q, V, and/or H) (ATTACH Appropriate FORMS): - LINK HERE
- Proposed course USP Attributes, if different:
- Current course ASD (Diversity), ASG (Global) attributes, if any:

RESPOND REGARDING YOUR PROPOSED MODIFIED COURSE:

- Proposed course ASD (Diversity), ASG (Global) attributes, if any (ATTACH APPROPRIATE FORM):

  - **G Attribute Application Form**

  - **D Attribute Application Form**

- Proposed Credit Hours--Fixed or Variable?:
- If Fixed credit hours, how many? (e.g., 3):
- If Variable, how many credits? (e.g., 2 or 3; 1-5):
- Proposed Credit Hours Low (least credit hours in the modified course a student can take in a semester):
- Proposed Credit Hours High (most credit hours in the modified course a student can take in a semester):
- Proposed Max Credit Hours (most credit hours in the modified course a student can take in academic career):
- NOTE: Each course that is Cross- or Dual-listed with a new or modified course requires its own CAP to be submitted. CAPs for any Cross-or Dual-listed courses will not be reviewed until all are in the system.
    - If any, which courses are Dual-listed with the proposed new course (Prefix & Number)?

    - If any, which courses are Cross-listed with the proposed new course (Prefix & Number)?

- If any, what are the Course Prerequisites (e.g., POLS 1000; none, etc.)?: (For 3000+ prerequisites encouraged.)

- Do you want Banner to automatically enforce your prerequisites? (If you chose not to enforce in Banner, the prerequisites will show up in the catalog, but won't be automatically enforced.):
- Grade Mode (Letter Grade OR Satisfactory/Unsatisfactory):
- Would you like to restrict enrollment, and if so, by what criteria? (e.g., "Yes, Restrict to Psychology Major Juniors". Other categories might include Department, Field of Study, Class, Level, Degree, Program, Student Attribute or Cohort.:

- Activity Type: (Lecture, Lab, Internship, etc.)
- Will any extra material resources be required? (Space, equipment, travel, support budget, library holdings, etc.):

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- What personnel resources will be required? (Is there instructional capacity available? Will more be needed? Explain.):

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

- How does this course resemble or overlap with existing courses in content or title, if at all? If there is substantial similarity with any other class, how does the proposed course differ?:

- Additional Notes or information you would like Committees to consider that is not covered above:

- Be sure to submit two syllabi, one for the current course and one for the modified course. Follow the guide below for the new syllabus.

New (and modified) Course Syllabus Requirements:

For a sample syllabus, please visit https://www.uwyo.edu/acadaffairs/_files/docs/syllabus-template-4-12-23.pdf.

All syllabi must follow guidelines as outlined in UW Regulation 2-117(link above). There are updated syllabus guidelines for fall 2022. Syllabi not meeting these requirements will be considered incomplete.\

If a course is over the 3000-level, is it highly encouraged by the University Course Review Committee and the A&S Curriculum Committee that the course includes at least one prerequisite (such as an introductory class, COM 1 class, or Junior standing.)

ONLY IF DUAL-LISTED: If the proposed new course is intended to be Dual-listed (e.g., AAST 4065/AAST 5065), remember that the syllabus must be identical to that of the Dual-listed class, which must be proposed separately as either a modified course (if currently existing) or as another new course. 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. Moreover, each syllabus should demonstrate that graduate students engage in something like 15-20% more work than undergraduates.

ONLY IF CROSS-LISTED: If the proposed new course is intended to be Cross-Listed (e.g., AAST 4065/ENGL 4065/COJO 4065), remember that the syllabus must be identical to that of all the Cross-Listed classes, which each must be proposed separately as either a modified course(s) (if currently existing) or as another new course(s).

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For a Cross-Listing or Dual-Listing, required documents (e.g., syllabus, USP designation forms) must be attached for each CAP, not just for the main one being modified or proposed as a new class.

If you are modifying a Topics course, include a template syllabus that includes information about learning objectives.

If you are creating a new prefix or new course number, seek approval from Jennifer Waluta (jwaluta@uwyo.edu) before originating the new course proposal in Curriculog.

Syllabus Checklist:

Below is a list of required elements of a syllabus. For more information on these, see the **Course Syllabus requirements** regulations. Template Syllabus is HERE.

☐ The instructor's contact information.
☐ Office Hours - 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.
☐ The course prefix, number, title, credit hours, and semester.
☐ List any Dual or Cross-Listed classes
☐ Course prerequisites, co-requisites or statement on enrollment restrictions. (For 4000+ prerequisites are required.)
☐ A description of the course, including its purpose, content, and goals. (Syllabus can have additional wording, but description must match what will show in the catalog)
☐ Meeting times and/or schedule of the course.
☐ The general requirements and expectations for the course.
☐ If Dule-Listed for undergrads and graduate students, make sure grad work is at least 15% more than undergrad.
☐ Student learning outcomes.
☐ Required texts, readings, and special tools or materials.
☐ Required examinations, assignments, activities, and projects.
☐ Policy on late work
☐ Required participation outside of class meetings, including field trips, service learning, and other activities or expectations, including time commitments.
☐ Final examination or final project date, as set by the Office of the Registrar- link **HERE**
☐ Grading scale and grading policies, including the methods of evaluation, how those methods factor into the final grade, the scale used to determine final grades, and how late assignments will be handled.
☐ Attendance and absence policies. For in-person courses, state the class absence policies, as well as University policies on excused absences. For online courses, state the class participation policies, what constitutes participation and how that will be evaluated.

 For the following please use the template language HERE. This facilitates prompt processing through committees.
 ☐ Classroom Behavior Policy
 ☐ University Disability Support Services.
 ☐ Academic Dishonesty
 ☐ Duty to Report/Title IX.
 ☐ AI Use Statement - example on syllabus template
 ☐ Change statement