



# Standard Administrative Policy and Procedure

**Subject:** Course Approval Process

**Number:**

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## I. PURPOSE

To establish the Course Approval Process.

## II. DEFINITIONS

**College Review Committee:** A committee appointed by the dean or other head of a Unit comprised of that Unit's faculty that is charged with reviewing course approval originating in the Unit.

**Course:** 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:** A person appointed by the Provost with the duties specified in Section III-C below.

**Curriculum Review Committee:** A committee of faculty members appointed by the dean or other head of a Unit that awards degrees.

**Interdisciplinary Program:** For the purposes of this Regulation, a course of study that requires a student to take upper division courses from different departments or disciplines in order to earn a degree or degrees.

**Program Review Committee:** A committee of faculty members for an Interdisciplinary Program, made up of representatives from the various disciplines represented in the program.

**Unit:** For the purposes of this Regulation, 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 Unit level. Proposals to add, revise, or delete Courses in a curriculum, including international field/travel courses,

must be reviewed and approved by the Unit proposing the addition, revision or deletion in consultation with the faculty of that Unit.

2. After a Course proposal has been approved by the Unit, it shall 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**

As outlined in UW Regulation 2-302 (Establishment of Faculty Senate Committees), the University Course Review Committee is charged with monitoring the entire course review process. 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 C through D) and that proposals do not present any unjustified duplication with other academic units.

**C. Course Review Coordinator**

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

**D. Endorsements**

Each Unit shall have in place its own Curriculum Review Committee. Each Unit shall determine its own means of endorsement (e.g., Dean, Dean's Designee, Committee). Each Unit that forms a Curriculum Review Committee shall be responsible for determining the composition of this committee. All Curriculum Review Committees shall follow the Silence is Approval Stipulation, such that if action is not taken within 30 regular semester days (Monday through Friday during the Fall and Spring terms only) of receipt of the course request being proposed, then the proposed course request will be considered approved by the relevant Unit. If approved, the Course Review Coordinator will send the proposal to the next step.

1. **College.** The Curriculum Review Committee should seek to minimize unnecessary duplication of course content within the College and University, ensure that sufficient resources exist to offer the proposed changes to its curriculum, and evaluate 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.** To the extent that any Course numbered 2000 or lower is articulated with the Wyoming Community Colleges, any proposed course request affecting such Course must be shared with the Community Colleges for comment. The Course Review Coordinator shall take any comments from Community Colleges into account in deciding whether to advance the proposal.
4. **Interdisciplinary Programs.** Educational programs that require students to take courses from more than one Unit must have a Program Review Committee in place with representation from constituent Units. If a Course is proposed to be added or eliminated in any discipline that affects an Interdisciplinary Program, the Unit proposing the addition or deletion of the Course must notify the Program Review Committee for the Interdisciplinary Program and that committee shall provide its comments to the Course Review Coordinator.

**E. Resource Allocation**

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

**F. 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. The University Course Review Committee may also make such a referral to that committee.

**G. Approval of Course Proposal**

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

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

**Source:** UW Regulation 2-116

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

**Associated Regulations, Policies, and Forms:** None

**Approved:** 1/26/2023