

UVU CURRICULUM SUBMISSION / REVIEW SHEET

Please carefully review the following items as you submit or approve curriculum:

LINK: Go to <https://www.uvu.edu/curriculumoffice/> Look for the CourseLeaf link on the bottom left of the page. Click on "Approval Queue," "Courses," or "Programs" depending on what you are working on. Use your UVU login information to sign in. If you are approving curriculum, select your role from the drop down menu and the items in that queue will be listed.

Courses

General Notes

- Carefully proofread curriculum proposals for grammar, spelling, and detailed information. Errors may cause delays in rollbacks and further editing. Any errors not caught will be published in CourseLeaf and the University Catalog.
- Faculty members that are in the approval process will also be able to correct grammar, spelling, and other errors before approving and sending curriculum forward. (Submitters can look up their proposals to see any changes.)
- Submitters can see where proposals are in the workflow process at any time on the course page. Workflow stations that have already been approved appear in green. The current workflow location appears in orange. Future approvers are in gray. Clicking on any workflow station automatically opens an email tab.
- There is a gray section at the top of each called the "Eco System." This area shows all the places that the course is listed, i.e. Catalog, Programs, or other courses. If it is a long list, there is a scroll feature.
- Modifications involving prefix, number, or credit hour changes will require an additional program change. The course and the program MUST both be submitted to be reviewed and approved together.

ALL courses MUST be listed within at least one program.

- Once the course has been added into the program's course list and saved, the program will show up in the course's Eco System.
- If a course is not specifically listed in a program, but is intended as an elective, list the courses in the section that says "List the program(s) associated with this course."
- Courses that are not a part of any program will not be approved curriculum.

INACTIVATING A COURSE

- Clicking the "Inactivate" button does not immediately delete the course. Rather, it is a *submission* for deletion that begins the approval process.
- It is a time-saving courtesy to notify all departments within the Eco System of your submission. Coordinating with them will help avoid interfering with changes they may be considering and creates awareness of changes happening within their programs.
- You will also need to modify ALL programs and courses that contain this course and remove it from the program(s) and any course(s) pre/co-requisites. **

ADDING OR MODIFYING A COURSE

- To add a new course, click the green “Add New Course” button.
- To modify an existing course, find it in the search box, highlight it, then click the green “Modify Course” button.

Proposed Effective Term

- Modifications must be approved through UCC by December to be effective for the following Fall semester. New courses within new programs have a separate time table. Please call if you are unsure of dates.

Terms Offered

- Determine the correct terms and select appropriately.

Department

- Once the department is selected, the College/School field will automatically populate limiting the prefixes to an appropriate listing.

Course Prefix

- If you are modifying a course prefix, you will also need to modify ALL programs and courses that contain this course to include the prefix change. **
 - Check the eco-system (see General Notes)

Course Number

- CourseLeaf will prevent usage of unavailable numbers.
- Lab courses should end in 5 (xxx5). *Lab credit should be appropriately reflected in credit hour fields.*
- Repeatable courses end in R (xxxR).
- Global/Intercultural courses end in G (xxxG). MUST be approved by the G/I Committee and contain the G/I objectives in addition to four other course specific objectives.
- Internship or Co-Operative Work Experience courses are numbered 281R/481R.
- Undergraduate Research courses are numbered 289R/489R.
- Special Topics courses are numbered 290R/490R.
- 1900s and 3900s are reserved for Transfer Credit.
- 4200 is suggested for Teaching Methods courses.
- If you are modifying a course number, you will also need to modify ALL programs and courses that contain this course to include the number change. **
 - Check the eco-system (see General Notes)

Special Designation

- Include General Education (GE), Global Intercultural (GI), and Honors.
- Select attributes that apply.
 - General Education (GE) attach the GE application at the bottom of the form
 - Global Intercultural (GI) attach course syllabus at the bottom of the form
 - Honors (H)

Course Title

- Use roman numerals (I, II, III) NOT numbers (1, 2, 3)

- May use (/), (-), or (--), with no spaces on either side.
- Do NOT use any other special characters, i.e. NO periods, commas, colons, apostrophes, or '&'
- Transcript (short) Title must be 27 characters or less.
- If you are modifying a course title, the title will automatically update in all of the programs that list the course.

Justification

- Provide a **brief** but concise explanation of what changes are proposed, why the change or addition is necessary, how the curriculum relates to other courses and programs, how it impacts existing programs or courses, specialized accreditation, finances, and any coordination with other University entities. Explain considerations in evaluating the proposal to preempt questions.

Contingencies

- Identify related proposals to be approved along with the proposal, such as courses dependent upon approval of a program. If there are none, enter "None".

Course Description

- This section will appear in the University Catalog.
- Each sentence must begin with a verb that follows 'This course...' Focus on what the course will do and not what we hope the students will do. Examples of verbs to begin each sentence include: teaches, examines, focuses on, includes, uses, investigates, analyzes, addresses, provides, etc.
- DO NOT include information that may change such as specific software programs.
- If the course description contains information about the delivery method or course fees, do not remove them. The Curriculum Office will remove, change, or add depending on Fee Committee approved changes.
- May include text that accrediting agencies insist on.
- If a course is repeatable, include, "May be repeated for a maximum of __ credits toward graduation.
- For tips, visit https://www.uvu.edu/otl/instructional_design/writinglearningoutcomes.html

Prerequisite(s)

- List appropriate prerequisites as prefix number (i.e., ENGL 1010) in logical groupings using '(', ')', 'and', 'or' as necessary. Include any optional grade standards following the prerequisite (i.e., "ENGL 1010 with a C or higher").
- Verify that any programs and/or courses impacted by the change are also submitted with necessary modifications. (These can be found in the Eco System.)
- DO NOT use 'hidden' prerequisites (courses that are not included in the total credits of a program but are needed for the progression of study).
- All 3000 and 4000 classes MUST include "University Advanced Standing" as a prerequisite unless an exemption has been requested and approved by the SVPAA.

Co-requisite(s)

- Refers to another class that must be taken simultaneously. Both courses should refer to each other in most cases.

Pre- or Co- requisite(s)

- Students MUST complete any course listed simultaneously, or they MUST have successfully completed it previously.

Is this course cross-listed?

- Courses that are cross-listed MUST be identical with the exception of prefix, so in the future, if one of them is modified, ALL are modified together. Departments should coordinate and agree.
- Because of software limitations, please contact the Curriculum Office to cross-list courses.

Number of Credits

- If the course credit hours are modified, you must also modify ALL programs that contain this course to include the credit hour change. **
 - Check the eco-system (see General Notes)
- The number of credits corresponds with course load and high and low credit hours. They must match unless credit is variable.
- The first number represents the total credits awarded to the student.
- Lecture hours: "One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester... or the equivalent amount of work over a different amount of time."
- Lab hours: "At least an equivalent amount of work as required [by lecture credit] for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours." Three hours per week of scheduled lab instruction over 15-weeks equals one credit hour.

Can the course be repeated for additional credit?

- If yes, then also fill in the maximum number of credits in the box.
- Make sure course number ends in R (xxxR).
- At the end of the description, but just before any fees, include this sentence, "May be repeated for a maximum of ___ credits toward graduation."

Is this course an internship?

- Select Yes or No.

Grading Method

- Select grading method.

Flexible Delivery Methods

- Select the appropriate method.

Is this course a major core requirement or an elective?

- Select Elective or Major Core

List the program(s) associated with this course.

- If the course is required and listed in a program, it should show up in the eco system above. If it isn't, list it here.
- All programs using this course as an unlisted elective, MUST be listed here.
- ALL courses need to be connected to a program. (Orphan courses are courses that do not support a program, and are not allowed.)
- Click the green + sign to list additional programs.

Course Learning Outcomes

- Competencies students should possess after successful completion of the course that they might not have been able to do before. This is the "meat" of the course.
- Completes the sentence, "Upon successful completion of the course the student should be able to..."
- Begin with ONE observable, measurable verb. DO NOT use verbs such as Understand, Know, or Recognize that are difficult to assess. Use a verb that is appropriate for the course level.
- MUST have at least four, and a maximum of nine Course Learning Outcomes. (Exception: Internships require three Course Learning Outcomes.)
- Must be specific to the course.
- G/I courses must incorporate the 3 G/I Course Learning Outcomes as well as adequate course specific Learning Outcomes.
- Avoid using multiple verbs in each objective.
- Avoid naming specific software or methodologies that may change. Substitute with something like "current software" or "current methodologies" instead.
- Use standard punctuation.
- For tips, visit https://www.uvu.edu/otl/instructional_design/writinglearningoutcomes.html
- Course Outcomes are building blocks of Program Outcomes and should be written accordingly and are used for assessment purposes. Contact Academic Quality Assurance with questions.

Course Outline

- This is an excellent location to store the syllabus for future assessment needs.
- If applying for a special designation
 - Upload application for GE
 - GE, GI, and H please upload the syllabus

****** Modifications that go beyond your department require coordination if the course modification alters the requirements in an existing program. Modifications that affect existing program's electives will be facilitated. It is an appreciated courtesy for you to coordinate with affected departments so as to inform them and avoid impeding one another's plans. Please call the Curriculum Office if you will need a facilitation.

Programs

General Notes

- Trainings are available for individuals or groups. It is recommended to have training before adding or modifying programs. Call the Curriculum Office for information.
- All new programs and emphases MUST start with a Feasibility Form submitted to the Curriculum Office and then approved by the Academic Affairs Council. Once the AAC has approved your Feasibility the Curriculum Office will hold a meeting with major parties involved to help you begin the program development process
- Requests for program additions, substantive changes (25% or more of a program), or title changes require a completed Program Development Document (formerly R401). Contact the Curriculum Office for further information.
- New programs are not to be modified until after their three-year review.

INACTIVATING A PROGRAM

- All program deletions MUST start with a Deletion Request Form submitted to the Curriculum Office and then approved by the Academic Affairs Council.
- Clicking the “Inactivate Program” button does not immediately delete the program. Rather, it is a submission for deletion that begins the approval process.
- Once approved by AAC, a seven-year teach out plan will be required. Contact Institutional Effectiveness and Planning for more information.

PROGRAM MODIFICATION

- Select the program from the Program Management list and click “Edit Program”

TO ADD A NEW PROGRAM

- **See General Notes for appropriate forms to complete.**
- **Training available and recommended.**
- Click “Propose New Program” (Programs with significant changes are modifications, not New)
- You can work from scratch, and fill out the blank form, or it is **much easier** to click “Propose New from Existing Program”. This will give you a template to work from, so select a program with similar requirements.

Proposed Effective Term

- Modifications must be approved through UCC by December to be effective for the following Fall semester. Please call the Curriculum Office if you need information about current dates for new program submissions.

Department

- Once the department is selected, the College/School field will automatically populate.

Program Type

- AA/AS: should be 60 credits. Programs may be allowed up to 63 credits but must explain the reason in the “Excessive Credits Justification” box below.

- AAS: should be 63 credits. Programs may be allowed up to 69 credits but must explain the reason in the “Excessive Credits Justification” box below.
- BA/BS: should be 120 credits. Programs may be allowed up to 126 credits but must explain the reason in the “Excessive Credits Justification” box below.
- Emphasis: credits as needed, but cannot have more credits than the core. All emphases in a program should have the same number of total credits.
- Endorsement (K-12): credits as determined by Utah State Board of Education.
- Graduate Certificate: less than 30 credits of graduate and/or undergraduate courses
- IS Emphasis: 18 credits
- Master: 30-36 credits or as needed for accreditation
- Minors: usually 18 credits (can range from 16-24 credits with a minimum of 50% upper division credit.)
- Tech Management Specialization: 45 credits
- Undergraduate Certificate
 - Certificate of Completion (CC): 30-33 credits
 - Institutional Certificate of Proficiency (CP1): 16-29 credits (not financial aid eligible)
 - Entry-level CTE Certificate of Proficiency (CP2): 16-29 credits (all lower division)
 - Mid-level Certificate of Proficiency (CP3): 16-29 credits (can have lower and upper division courses)
 - Diploma: 50 credit hours (for modifications only, new diplomas will not be approved.)

Program Title

- Fill in the designated title for the program. Format the title from the following examples:
 - Accounting, Certificate of Completion
 - Autism Studies, Certificate of Proficiency
 - Automotive Technology, Diploma
 - Art and Design, A.A.
 - Building Inspection Technology, A.A.S.
 - Biology, Minor
 - Behavioral Science – Anthropology Emphasis, B.A.

Justification

- NEW: **Briefly** provide evidence supporting need and industry demand for the program.
- MODIFICATION: **Briefly** explain what changes were made and why.

What contingencies are required before the program is offered?

- Is this program contingent on any new or modified courses/programs being approved or deleted?

What similar programs are offered elsewhere in the University?

- It is the responsibility of the submitter to initiate cooperation and resolve conflicts with other departments. Failure to do so will likely result in the program being held back until all parties approve.

- Identify the courses and programs that will be impacted by the proposal and submit additional proposals for those changes or work with the affected departments to submit the appropriate proposals as well.

Excessive Credits Justification

- If the program has more than what is listed above for the degree type, you MUST explain the necessity here.

Does this program have matriculation requirements?

- For new programs, if matriculation is required, click yes and then list all requirements. To modify a program, click directly into the text to make edits.
- To enter a numbered list, click the "Insert/Remove Numbered List" (The icon on the top right in the tool box that shows numbers and lines)
- Matriculation requirements are only listed in the core of a program, and not in the emphasis.

Should students be able to select this program as a degree choice on the UVU admissions application?

- Mark yes unless there is an application process.

Program listing/schedule

- If you are working from a template (it is recommended to use the "Propose New from Existing Program" option when entering a new program) or modifying a current program.
- Make sure the new title and department are entered before saving your work.
- Double click within the Course List text box to bring up the Course List to edit as necessary.
- If you started with a blank form, then click "Insert/Edit formatted table" (The table icon on top of the text box). Select "Course List" as the type. Enter the courses and program setup.
- If you are editing from an existing program and you have double clicked the Course List, you will see a new box that you will use to edit. On the right you will see a box that has the course list as it is at present. To edit, you will need to highlight the line on the right that you want to work on. If you want to remove a course from the list, highlight it and then click the arrow button between the boxes to remove it. To add a course you can type the course into the "Quick Add" box, then click "Add Course." If you will be adding several courses with the same prefix, you can select the school and the department in the upper left, and then double click courses or highlight the course on the left and click the arrow button to move them over.
- You can use the "Move Up" and "Move Down" buttons to adjust courses in the list as necessary.
- If you need to add a text line, such as "Complete 15 credits from the following:" click the "Add Comment Entry" on the bottom left. Enter the text and click OK.
- On the right, under the course list you will see several helpful text boxes:

- “Comment” –Use this to enter text that you want to appear next to the course listing in parentheses
- “Sequence” --Use this box to list two courses that MUST be taken together
- “Or Class” –Use this box when students have a choice between 2 courses. Make sure that the course with the lower number of credits is listed first. If they have a choice between more than 2 courses please see the NOTE below.
- “Hours” –Use this box to manually enter hours. You will need to do this when you are adding new courses (since they have not been approved through the system, the hours won’t add up correctly unless you enter them) or for any other reason (as with courses that must be repeated for graduation)
- “Footnote” –Use this box to enter your footnote designator, such as a number. The footnote text is entered in a separate box.
- Check the “Indent” box to have courses appear in the list, but NOT have the credits count in the total.
- NOTE: When making a list of options for students such as “Complete 12 credits from the following:” Enter the text by clicking “Add Comment Entry”, click Ok. You will also need to manually enter the hours on the “Hours” line. Then add each course. Make sure *each* course option is indented so that the credits do not add into the total.
- To add a footnote section
 - Scroll down to the end of your course list and click just outside the blue box.
 - Click “Insert/Edit formatted table” (The table icon on top of the text box). Select “Footnotes” as the type.
 - Enter your designator, such as a number, in the “Symbol” box, and the text of the footnote in the box below.

Emphases

- If you are working on an Emphasis, enter the Core Program that the emphasis is connected to in the drop down “Core Associated Program” menu.
- This box is only visible when “Emphasis” is chosen as your “Program Type” at the top of the form.
- Do NOT enter Matriculation or Graduation Requirements into the Emphasis. They belong only in the core.
- All Emphases associated with a core must have the same number of credits.

Graduation Requirements

- Include total credits required, residency requirements, GI requirement (not needed for master’s degrees), and minimum GPA. Additional requirements can be added as needed.
- MUST list all requirements to graduate.
- To enter a numbered list, click the “Insert/Remove Numbered List”(The icon on the top right in the tool box that shows numbers and lines)
- If the modification has changed the total credits, you must update the total credits in the Graduation Requirements field.

- Graduation requirements are only listed in the core of a program, and not in the emphasis.

Attach Supporting Documentation

- If this is a new program, the Curriculum Office will attach final Program Development Document. Do not attach previous drafts.
- Contact the Curriculum Office if you have other documents you would like to attach.

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