

## A Guide to Curricular Changes at the University of Idaho

This document serves as a guide for the curricular change procedures you will be reviewing during your service on a departmental, college and/or university level curriculum committees. Each college has its own procedural path for curricular approval and this document should not override that process.

### Catalog Overview

***What is the purpose of the catalog?*** The function of the General Catalog is to be the authority on the curricular requirements, policies, and courses of all programs at the University of Idaho. BANNER serves as our student information system and the vehicle of applying changes and policies to the university, but the catalog serves as the original source of those policies.

***When does a catalog go into effect?*** Each General Catalog becomes active or effective on the first day of the Summer semester. The numbering scheme for the catalog is based on those dates. The 2020-2021 General Catalog starts in the Summer 2020 semester and is active until the end of the Spring 2021 semester.

***How long can a catalog be used?*** Catalogs remain available to students for 7 years. For example, the 2013-2014 catalog will remain available to students who were matriculated in the 2013-2014 academic year or earlier until the end of the Spring 2020 semester. It is worth noting that the current year's policies, course descriptions, and prerequisites all take precedence over the older catalog. However, students are subject to the degree requirements from their specific catalog year. They can opt to change to any available active catalog, beginning with the year they matriculated and going forward to the current catalog. Note: Students can choose to use one catalog for their major and a different eligible catalog for their General Education requirements. They can adjust their major catalog year in VandalWeb and their General Education catalog year via a paper form available on the Registrar's website.

***Effective Date.*** All curricular changes in the General Catalog are considered effective at the start of the summer semester. For an item to be considered for inclusion in the General Catalog it must be approved by all appropriate bodies at the department and college levels and received by the Academic Publications Editor at [catalog@uidaho.edu](mailto:catalog@uidaho.edu) no later than the published deadline of October 1.

**Note: a change must be approved and included in the General Catalog for it to be implemented in BANNER, which controls scheduling, degree audit, registration, etc.**

### Program Definitions

- ***Baccalaureate Degree:*** A credential awarded for completion of requirements entailing at least four (4) years of full-time academic study. A baccalaureate degree requires a minimum of 120 credits. The State Board of Idaho defines this as an Academic Program.
- ***Master's Degree:*** A credential awarded for completion of requirements entailing at least one (1) but normally not more than two (2) years of full-time academic work beyond the baccalaureate degree, including any required research. A master's degree requires a minimum of 30 credits beyond the baccalaureate degree. Master's degrees often include thesis tracks and non-thesis tracks. The State Board of Idaho defines this as an Academic Program.
- ***Education Specialist Degree:*** A credential awarded for completion of requirements entailing at least two (2) but normally not more than three (3) years of full-time academic work beyond the baccalaureate degree. An education specialist degree requires a minimum of 60 credits beyond the baccalaureate degree. The State Board of Idaho defines this as an Academic Program.
- ***Doctoral Degree:*** A credential awarded for completion of requirements entailing at least three (3) years of full-time academic work beyond the baccalaureate degree, including any required research. A doctoral degree requires a minimum of 78 credits beyond the baccalaureate degree (which can include the master's degree if approved by COGS). The State Board of Idaho defines this as an Academic Program.

- *Major*: A principle field of academic specialization that accounts for 25 to 50 percent of the total degree requirements. These are displayed on both the transcript and diploma.
- *Academic Minor*: A body of coursework that pertains to a secondary area of academic or specialization. A minimum of 18 credits is required to complete a minor. The State Board of Idaho defines this as an Academic Program Component. These are displayed on a student's transcript, but not on the diploma.
- *Option*: One of two or more alternatives within the same major. The differences between the options amount to 50 percent or more of the requirements of the major. These are not displayed on a student's diploma, but they are displayed on the transcript if they are part of the major's name.
  - To calculate the number of credits required in an option use the following formula:
    - X = Number of credits required for the major that all students must complete regardless of option chosen (common requirements).
    - Y = Number of total credits required with the option and common requirements of the major.
    - Z = Minimum number of credits required for the option.
    - $X/0.5 = Y$
    - $Y - X = Z$
- *Emphasis*: One of two or more alternatives within the same major. The differences between the emphases amount to 20 to 49 percent of the requirements of the major. These are not displayed on a student's diploma, but they are displayed on the transcript if they are part of the major's name.
  - To calculate the number of credits required in an option use the following formula:
    - X = Number of credits required of for the major that all students must complete regardless of emphasis chosen (common requirements).
    - Y = Number of total credits required with the emphasis and common requirements of the major.
    - Z = Minimum number of credits required for the option.
    - $X/0.8 = Y$
    - $Y - X = Z$
- *Shared Core Classes*: When a major includes emphases or options, there is often a core group of required classes shared among all the emphases or options. These are typically listed at the top of the list of required courses for the major.
- *Academic Certificate*: A credential awarded for completion of a coherent program of study consisting of twelve (12) credits or more, representing a coherent body of knowledge that does not lead to a degree. A certificate must be defined as either a graduate academic certificate or an undergraduate academic certificate. For graduate certificates, at least half the credits completed must be in graduate level coursework. The State Board of Idaho defines this as an Academic Program. These are displayed on the transcript, but not on the diploma. There is also a separate certificate issued to the student upon completion.
- *Instructional Units*: Departments, Institutes, Office, Centers, Divisions, Schools, Colleges, Campuses, Branch Campuses, and Research Units.

## Distance Education

The U.S. Department of Education defines distance education as follows:

*Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include--*

- (1) *The internet;*
- (2) *One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;*
- (3) *Audio conferencing; or*
- (4) *Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).*

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU), the University of Idaho must declare whether 50% or more of the curricular requirements of a program may be completed via distance education.

Programs that meet this criteria and have been approved by the SBOE and NWCCU will be recorded in the General Catalog.

### **Cooperative Courses**

A cooperative course is a course taught at the University of Idaho that is open to degree-seeking students in good standing from one or more approved institutions, most commonly Washington State University. These students can enroll in these specific courses without having to pay tuition to the University of Idaho. Students are still responsible for special course fees attached to the courses they take here at the University of Idaho. A request for approval or discontinuance of Cooperative Course status on a course should be submitted on a UCC Course Change Form. Because these requests are treated as any other Group A Change, they are only effective once approved at all appropriate levels and included into the General Catalog. As a result, no request to approve or discontinue Cooperative Status for a course mid-year will be considered.

### **Cross- and Joint-Listed Courses**

A cross-listed course is a single course offered collaboratively by two or more programs. Cross-listing is an academic process that allows two or more programs to share responsibility for a single course. For courses to qualify for cross-listing, the programs wishing to cross-list a course must demonstrate that each program will be responsible for supplying resources to support the course.

For a cross-listed course to be approved, each program must submit a course approval form for the course. The course approval forms must be identical in every way, except for the three- or four-letter subject code. You must clearly explain in the rationale on the course approval form how the course meets the criteria for cross-listing and how the cross-listing benefits students. The course approval forms must be submitted simultaneously by all programs for approval. Each program is responsible for ensuring that they submit a course approval form and that the information is identical. Forms that are not identical or are not submitted at the same time will not be considered by the committee.

When a cross-listed course is offered, it must be scheduled through both units and will be published under both listings in the General Catalog. It is the responsibility of all programs to coordinate the scheduling and maintenance of a cross-listed course.

When there is a change to a cross-listed course, both programs must submit a form reflecting the change. Once again, the course approval forms must be identical and must be submitted simultaneously for the change to be considered by the committee. A program cannot change a cross-listed course without an identical corresponding submission from the collaborating program.

To discontinue a cross-listed course, both programs need to submit paperwork. The program that wishes to cancel the course should submit a form to drop it and the other program should submit a form removing the cross-listing from the course. If a program submits a drop for a cross-listed course without the collaborative program submitting a course change to remove the cross-listing, the cancellation will not be considered by the committee.

## Standard Course Numbers

There are standard course numbers available for use by any department, per FSH 4130. These do not need to go through UCC approval to be activated. A department can begin offering one of the standard courses by contacting the Academic Publications Editor ([catalog@uidaho.edu](mailto:catalog@uidaho.edu)). However, changes to standard courses (e.g., customizing the course description or limiting the available credit range) must go through the UCC approval process. Departments are strongly discouraged from using a standard course number for a specific course. These numbers should be reserved university-wide for the categories below. Standard course numbers include:

- Seminar (200, 400, 501, and 601)
- Workshop (203, 403, 503, and 603)
- Special Topic (204, 404, 504, and 604)
- Professional Development (405, 505, and 605)
- Internship (298, 398, 498, 598, and 698)
- Directed Study (299, 499, 502, and 602)
- Practicum in Tutoring (optional 400s numbers)
- Master's Research and Thesis (500)
- Graduate Practicum (597)
- Non-thesis Master's Research (599)
- Doctoral Research and Dissertation (600)

Many standard courses have restrictions placed on them. See FSH 4130 for more details.

- Special Topic – Extended discussion on a topic or subject area not covered in an existing course offering. They may not duplicate existing catalog course material, and each topic may only be offered three times in this format.
- Professional Development - A professional activity designed to provide information or skills, which have practical value. They are intended for in-service teachers in the state of Idaho and participant fees are often subsidized by the state.
- Directed Study - A method of delivering specially designed content to a student outside of the normal classroom environment. They may not duplicate existing catalog course material. They are limited to five students or less and may not use a general university classroom space.

## The Curriculum Change Process

### Editorial Changes

Editorial changes are those that do not require approval by a university level committee and are submitted directly to the catalog editor in the Office of the Registrar. These changes consist primarily of changes to narrative text in the catalog, minor corrections, and other non-substantive changes. Any changes to the editorial portions of the catalog should not affect curricular requirements of a program. Each department should have a person assigned to review and submit these changes. If your departmental contact has left, or if you are not sure who that person is, you should contact the Academic Publications Editor in the Registrar's Office at [catalog@uidaho.edu](mailto:catalog@uidaho.edu).

## General Education Changes

Changes to General Education requirements (such as adding/removing certain courses from the lists of approved General Education classes) begin with the University Committee on General Education before coming to UCC for approval. Questions can be addressed to that committee.

## Other Types of Changes

Beginning in the 2015-2016 academic year a new categorization of all processed changes that require university level committee approval was adopted. All changes will be grouped into one of three categories: Group A, Group B, and Group C. For more specific instructions about initiating changes from these groups, please see <https://www.uidaho.edu/provost/academic-initiatives/planning>. It is important to adhere to the published deadlines as late submissions may be denied.

Group A: (Due October 1<sup>st</sup> to [catalog@uidaho.edu](mailto:catalog@uidaho.edu))

- Add/Drop a course
- Change a course (credits, description, number, prereqs/coreqs, subject prefix, title, etc.)
- Move a course to or from Dormant status
- Change the curricular requirements for a degree
- Change the curricular requirements for a major
- Change the curricular requirements for a minor
- Change the curricular requirements for a certificate
- Change the curricular requirements for a teaching endorsement (teaching major/teaching minor)
- Add/Drop a subject prefix
- Change of subject prefix ownership
- Approval of USAC specialty programs
- Add/Drop coop designation for a course

Group B: (Due October 1<sup>st</sup> to [provost@uidaho.edu](mailto:provost@uidaho.edu))

- Add/Drop an option or emphasis within a major
- Add/Drop a minor
- Add/Drop a certificate (under 30 credits)
- Add/Drop a teaching endorsement (teaching major/teaching minor)
- Change the name of a degree
- Change the name of a major or minor
- Change the name of an option or emphasis
- Change the name of an academic certificate
- Change the name of a teaching endorsement (teaching major/teaching minor)
- Convert an option or emphasis to its own program
- Consolidate an existing UG program to create one or more new UG programs
- Add/Drop/Change an academic regulation
- Move an academic program(s) between existing administrative units
- Expand an academic program into a U of I designated region
- Change an existing program from face-to-face to online delivery
- Add an online component of more than 50% of a program to an existing program
- Expand a program into a U of I designated Region

Group C/Full Proposal forms: (Work with the provost office on deadlines.)

- Add/Drop a degree/major

- Add/Drop a certificate (30 credits or greater)
- Add/Drop a Department/School/College
- Expand an academic program into a geographical area outside of U of I designated regions
- Add/Drop an off-campus instructional program or branch campus
- Make changes to an academic program component with a financial impact of greater than \$250,000 in a fiscal year

Other program changes – must contact the Provost's Office if you are looking at one of these changes

- Change a policy in the 4000 section of FSH
- Offer academic credit outside of NWCCU's region
- Enter into a contractual agreement with a regionally or non-regionally accredited organization to provide courses or programs on behalf of the University of Idaho
- Requesting a special program fee or self-sustaining program fee
- Consolidate or Merge a Graduate program.

## University Curriculum Committee (UCC) Submission Process

UCC is now using an online curriculum management program called CourseLeaf Curriculum (CIM) to manage all course and curricular change proposals. For access and training, contact the Academic Publications Editor at [catalog@uidaho.edu](mailto:catalog@uidaho.edu). 2020-21 is the transition year for this program. If you have already begun using old paper forms for course or curricular changes, they can still be submitted to [catalog@uidaho.edu](mailto:catalog@uidaho.edu). Those paper forms will no longer be accepted as of 2021-22.

## Rationales

The rationale on any change presented to UCC is one of the most important pieces of the proposal. The goal is to explain why you are making the changes, not an explanation of what changes you are making. Detail the impact this change will have on the students and faculty. How does the proposed change impact the Strategic Learning Goals of the University of Idaho, your college, and your department? Will additional library resources be needed and if so have you contacted the University Library to discuss this change? If additional resources are required, who will pay for them? Etc.

## Learning Outcomes

Currently, learning outcomes are required for all programs and changes to learning outcomes must receive UCC approval. Institutional Effectiveness and Accreditation (IEA) is then notified of these changes. We do not currently manage learning outcomes for individual courses. That may happen in the future.

## Approval Workflow

### Editorial Changes – due January 31

1. Department and/or College determines necessary changes
2. Departmental Catalog Updater enters changes into CourseLeaf
3. Academic Publications Editor approves changes for subsequent catalog

### Group A Changes – due October 1

Group A changes must be submitted on the appropriate UCC form (2020 is last year for this option) or online via CIM.

1. Department
2. College

3. Office of the Registrar
4. Graduate Council (if necessary)
5. University Committee on General Education (if necessary)
6. University Curriculum Committee (UCC)
7. General Curriculum Report

Group B Changes – due October 1

Group B changes must be submitted on a Group B Short form (2020 is last year for this option) with any appropriate UCC form attached or online via CIM.

1. Department
2. College
3. Office of the Provost\*
4. Office of the Registrar
5. Institutional Effectiveness and Accreditation
6. Graduate Council (if necessary)
7. University Committee on General Education (if necessary)
8. University Curriculum Committee (UCC)
9. Faculty Senate
10. General Faculty Meeting/General Policy Report
11. President's Office
12. State Board of Education (SBOE)
13. Northwest Commission on Colleges and Universities (NWCCU) – notification only

\*Note: University of Idaho academic regulation changes may be sent directly to the Office of the Registrar for routing and processing.

Group C Changes

Group C changes must be submitted on a Program Proposal form with any appropriate UCC forms attached or online via CIM with required forms attached.

1. Department
2. College
3. Office of the Provost
4. Office of the Registrar
5. Institutional Effectiveness and Accreditation
6. Graduate Council (if necessary)
7. University Committee on General Education (if necessary)
8. University Curriculum Committee (UCC)
9. Faculty Senate
10. General Faculty Meeting/General Policy Report
11. President's Office
12. Council on Academic Affairs and Programs (CAAP)
13. Instructional, Research, and Student Affairs (IRSA)
14. State Board of Education (SBOE)
15. Northwest Commission on Colleges and Universities (NWCCU)

## Assistance and Troubleshooting

The Academic Publications Editor in the Office of the Registrar is your best resource to contact if you have questions or concerns with the approval process, dates, deadlines, or forms for all Group A and B changes. If you have questions on group C changes, these are best directed to the Provost's Office.

If you are seeking a new number for a course or if you are concerned that a proposal is unclear, contact the Academic Publications Editor for assistance ([catalog@uidaho.edu](mailto:catalog@uidaho.edu)). Problems with your forms can be more easily addressed at the beginning of the curriculum submission cycle and before they come to the UCC. If your department/college is considering a complicated change or a change that is unique and does not fit any of the above models contact the Academic Publications Editor to discuss the change so a plan of action may be developed to properly implement your change with a minimum of confusion and difficulty.