

# Curriculum Training

---

Course Applications

&

Program Applications

# Types of Forms

---

- New Course Application
- Course Change Application
- Online Prerequisite Change Form
- Distance Learning Supplemental
- Creating and Changing Undergraduate Academic Programs Form (1503)

# Processes

---

- Curriculum

- Complete applications submitted to Curriculum Office reviewed by University committee at monthly meeting, except July – SDB updated within 48 hours of meeting

- Program

- Complete applications reviewed by SCAP and if approved then FCAS
- New programs require Tri-Campus Approval
- SCAP & FCAS meet on alternative Fridays (except during breaks).

# Application Deadlines

<http://depts.washington.edu/registra/curriculum/deadlines.php>

---

- 1<sup>st</sup> Monday of every month (Or next day if holiday)
- If requesting a course change **AFTER** the Time Schedule deadlines listed on the website you **MUST** submit a Memo of Responsibility.
- New courses can be submitted the month prior to start of quarter.

# Memo of Responsibility

---

- Memo must include notifying students of the change and taking responsibility for any registration problems that occur.
- Must be signed by people to sign the course change application.

# New Course Applications

[New Course Training.pdf](#)

---

- Heading Box
- 1. Purpose of Request
- 2. Justification
- 3. Catalog Data
  - Short title
  - Prerequisite:
- 4. Credits & Hours
- 5. Students
- 6. Learning Objectives
- 7. Joint Courses
- 8. Other Affected
- 9. Approval
  - **\*\*Syllabus\*\***
- **7 copies**

# Course Change Applications

[Course Change Training.pdf](#)

---

- Heading Box\*
- 1. Purpose of Request
  - Old (Current) Data vs New Data\*
- 2. Justification
- 3. Catalog Data
- 4. Credits & Hours
- 5. Students
- 6. Learning Objectives
- 7. Joint Courses
- 8. Other Affected
- 9. Approval
  - \*\*Syllabus\*\*
  - Need Syllabus – 7 copies
  - No Syllabus – 1 copy

# Distance Learning Supplement

[DL Supplement Training.pdf](#)

---

- Must be submitted with any request to offer a course as distance learning (new or existing course).
- Must be filled out completely AND signed by the same people who are signing the new and change course applications.
- 7 copies and original

# \*\*Syllabus Requirements\*\*

[syllabus.pdf](#)

---

- Instructor & Contact Information
- Learning Objectives
- Overview
- Required Readings & Materials
- Schedule
- Evaluation Methods
- Grading

# When is a Syllabus Required?

---

- ALL new course applications
- With course changes if..
  - Changing credit (3 → 4, or 5 → 3)
  - Changing CR/NC grading
  - Changing grade level (300 → 400)
  - Adding Distance Learning
  - Substantial change in content

# Catalog Data

---

- 50 word limit
- Present tense only
- “This course/class/students” removed in editing
- “Topics vary” not necessary for Special Topics classes
- Do not include course title, credit, program information, etc.

# Catalog Data continued...

---

- Graduate level courses do not need to specify graduate standing as a prerequisite.
- Limiting class to a certain major is done in the Time Schedule.
- The Curriculum Office reserves the right to edit all submitted course descriptions!

# Catalog Description Example

---

- Ex) Examines the proper methods for submitting curriculum applications to minimize delays. Uses current forms to maximize efficiency and accuracy.  
Prerequisite: UW 100; either UW 105, UW 106, or UW 107. Offered: AWSp.

# Email Catalog Changes

---

- Faculty names and quarters offered can be changed via email to [uwcr@u.washington.edu](mailto:uwcr@u.washington.edu) at any time.
- The Curriculum Office does not maintain, edit or delete Instructor Course Descriptions (ICDs) which are the links at the bottom of a course description in the catalog. The department or faculty member is responsible for these.

<http://www.washington.edu/students/icd/welcome.html>

# Other Catalog Changes

---

- Other than submitting course change applications and changing quarters offered and faculty names the only other way to change catalog data is during the biennial catalog update where you are allowed to make MINOR, non-substantive changes to the course description.

# Online Prerequisite Change

---

- Online form website

<https://depts.washington.edu/registra/curriculum/prerequisiteEmail.php>

- For use when only changing a prerequisite consisting of your own courses.
- If increasing prerequisite, may require departmental/college approval.

# Prerequisite:

[How to Write a Prerequisite.pdf](#)

---

- To check SDB for prerequisite use the SRF 200 screen and enter 2 in the action field. READ ONLY screen.
- Cancel reg. if Preq. not met.
- Cross Campus Prerequisites

# Determining Level

---

- For specific information on university policy for setting course level please visit the below website.
- <http://depts.washington.edu/registra/curriculum/assigningCourseNumbers.php>

# Determining Credit

---

- 1 credit equals 1 hour in class and 2 hours outside of class.
- Ex) 3 credit class
  - 3 in class hours
  - 6 outside hour
  - 9 total contact hours
- Fixed: 3
- Variable Range: 3-5
- Fixed Range: 3/5
- Any: \*
- Repeatable: (\*, max. 10)
- Hyphenated: ([2-4]-, max. 8)

# Attendance vs. Participation

---

Grading on attendance



# Establishing Joint Courses

---

- If two or more departments in 1 college/school want to set up a joint only one application signed by all parties is required in both sections 7 & 9, with responsible department listed first in section 7.
- If two or more departments in separate colleges/school set up a joint course BOTH must submit applications, and they must both be signed by each department in sections 7 & 9, with the responsible department listed first in section 7.

# Joint vs Withered

---

- Joint courses are identical courses offered together by 2 or more departments.
- Established in the SDB and must always be offered together.
- Withered courses are 2 or more individual courses from different departments that may be offered together.
- Established in the Time Schedule quarterly.

# Special Topics Courses

---

- For courses that will only be taught once or twice – used in place of Temporary courses.
- **It is not recommended** that you submit applications to make special topics courses joint with another course – should wither a section of the special topics course on a quarterly case-by-case basis.

# New Prefixes

---

- If a department feels it needs a new prefix they must submit a memo, with the desired prefix and documented justification, signed by the department chair and the school/college dean to the Curriculum Office to be reviewed by the Curriculum Committee.
- Pay close attention to how people could perceive your proposed prefix.

# A&S Tracking

---

- If you are part of the College of Arts and Sciences you can track the status of your application on this website:
- <http://www.artsci.washington.edu/services/Curriculum/CPTS.asp>

# Misc.

---

- The catalog is updated at the end of each month.
- Catalog changes to existing courses appear 3 weeks before the requested quarter Time Schedule is posted.
- Check the Quarterly Detailed Curriculum Report for active classes.
- Don't use memo for mass changes/drops.
- Don't use & symbol in Course Title; ok for abbreviated title.

# Pet Peeves

---

- Send assembled copies
  - Signed original paper-clipped to syllabus.
  - Copies of application stapled to syllabus
- Staple Insanity (1 per copy)
- Always include title/credits on course change applications
- Do not change your prerequisite to control enrollment

# 1503 Overview

[UoW1503 Training.pdf](#)

---

- Used to create, revise, or eliminate degrees, majors, options, and minors.

# 1503 Process

<http://depts.washington.edu/registra/curriculum/1503.php>

---

- Submitted applications are reviewed by Curriculum Office for completeness.
- Complete applications reviewed by SCAP and if approved they are forwarded to FCAS (or equivalent campus committee)
  - SCAP & FCAS meet on alternative Fridays (except during breaks).

# Tri-Campus Review Process

---

- Any request to add a new degree, major, minor or option will be subject to the Tri-Campus Review process.
- After an originating campus committee approves a 1503 requesting a new program, it is sent to the Curriculum Office to post on the Tri-Campus Review site.

# Tri-Campus Review Process

[University Campuses Undergraduate Curriculum Coordination.pdf](#)

---

- Tri-Campus Review posted for a 15 workday review period.
- Tri-Campus comments are then returned to the originating campus committee (and submitting department) for review and response.
- Responses with completed checklist returned to Curriculum Office.
- All materials sent to FCTCP for final review. Up to 2 weeks)

# Tri-Campus Approval Process

---

- After FCTCP, new minors/options are forwarded to the President's Office for final approval, new majors/degrees are sent to the HECB for review and approval (can take a few months)
- After HECB approval, the President's Office makes the final approval.
- *PLAN ACCORDINGLY*

# 1503 Submission Requirements

---

- Must submit signed original & 8 copies to Curriculum Office.
- If submitting a new program requiring Tri-Campus Review, you must also submit justification, supporting documents, catalog data, etc. in MS Word format.
- **All courses listed in 1503 must be correct with the Curriculum Office prior to 1503 review.**

# Requirements for New Programs (1503s)

---

- Explanation and rationale
- Catalog description
- Student learning outcomes
- Projected enrollments
- Documentation of need/demand (for both students and outside groups)
- Letter of support
- Departmental handouts
- Any additional supporting documents

# Requirements for Program Changes (1503s)

---

- Explanation and rationale
- Old copy to be changed highlighting any deletions.
- Proposed new copy highlighting any additions
- If needed, attach separate departmental hand out.

# 1503 Approved Lists

---

- When creating or changing a program with “An approved List” as part of the proposal please include a copy of the list with the application.
- This copy should **ONLY** include the approved list courses, no catalog information.

# 1503 Approval Flowcharts

---

- [bothell-tacoma\\_flowchart\\_2009\\_HECB.pdf](#)
- [bothell-tacoma\\_flowchart\\_2009\\_noHECB.pdf](#)
- [seattle\\_flowchart\\_2009\\_HECB.pdf](#)
- [seattle\\_flowchart\\_2009\\_nonHECB.pdf](#)

# Q & A

---



## Appreciation Department

**See's  
CANDIES**

*Dark Chocolate  
Marzipan, Butter  
Cream & Bordeaux*