

New and Trial Courses

Using the Format 1 Form



WHAT'S THE DIFFERENCE BETWEEN A NEW COURSE AND A TRIAL COURSE?

- Trial courses are useful for gauging demand and interest in a new course topic area.
- All trial course numbers end in **-94**; they are not published in the UAF Catalog.
- Once approved, trial courses may be offered up to three times. The semesters they are offered do not need to be consecutive.
- New courses are offered when a department is confident in the demand and interest for the topic area of the course.
- New courses receive a unique number and are published in the UAF Catalog.
- A new course does not first have to be offered as a trial course.
- Submission deadlines are tighter for trial courses than new courses to accommodate course schedule deadlines.
- Both new and trial courses must undergo review by the appropriate Faculty Senate curriculum committee(s).
- For new courses intended to carry an Oral- or Written-intensive designator, additional paperwork is required for the Core Review Committee. (See Chapter 11 for more information.)



WHERE DO I GET THIS FORM?

Curriculum forms may be downloaded from the links on the UAF Governance web site at:
<http://www.uaf.edu/uafgov/faculty-senate/curriculum/>

Click on the link to the Course and Degree Procedures Manual for a list of linked forms. Always check the web page for the latest version of the format form.



AFTER APPROVAL AT THE UNIT LEVEL, WHERE SHOULD THIS FORM BE SENT?

Format 1 forms with original signatures of the department chair, unit curriculum council chair, and dean, along with a copy of the course syllabus, should be sent to:

Faculty Senate Office
312B Signers' Hall (Include this with the Box number to ensure proper delivery.)
Box 7500

Please email an electronic copy with scanned signatures to the Faculty Senate Office at jbharvie@alaska.edu. Format 1 forms are processed by one or more Faculty Senate committees, depending upon whether a course will be stacked, or carry a core designator. (See page 4 for Faculty Senate curriculum committee information.)

Instructions for the Format 1 Form

Fill out the “Submitted by” section completely. Numbered Sections contain fields that provide required information to create the course. Information appropriate to these sections can not be left to guesswork by curriculum committees or other offices, and will slow down timely processing if no information is provided. Once the completed course form leaves its creator’s desk, it will land on no less than eight more people’s desks on its pathway to approval. Incomplete paperwork really slows the process down!

“Submitted by” section:

SUBMITTED BY :			
Department		College /School	
Prepared by		Phone	<i>Include your office phone number.</i>
Email Contact		Faculty Contact	


- **Department** and **College/School** fields should be those where the course will be housed; which is usually where the faculty course creator has their teaching assignment.
- **Prepared by** field should be the name the faculty course creator who can answer all substantive questions regarding any aspect of the course being proposed. While there may be department staff working at the direction of the faculty course creator to ‘fill in the blanks’ on the form itself, please fill in the name of the faculty course creator.
- **Phone** should be the contact number of the faculty course creator who can answer substantive questions regarding all aspects of the course being proposed. If a cell phone number is provided, please also include a campus department number as well.
- **Email Contact** should be that of the faculty course creator who can answer substantive questions regarding all aspects of the course being proposed.
- **Faculty Contact** should be the faculty course creator who can answer substantive questions by the curriculum committees regarding all aspects of the course.

Section 1: Action Desired

1. ACTION DESIRED			
(CHECK ONE) :	Trial Course		New Course

- Place either a checkmark or an “X” in the appropriate box to designate whether the course proposal is for a TRIAL course or a NEW course.
- Be aware that deadlines for **Trial** Courses are extremely tight. (See Chapter 1 for table of deadlines.) Every effort will be made to process the paperwork in a timely manner to allow for inclusion in the printed semester course schedule, but this is impossible to guarantee.
- **Trial** courses may be offered up to three times under the original paperwork submission. They may be offered any time after approval, not necessarily the next semester after submission/approval.

Section 2: Course Identification

2. COURSE IDENTIFICATION:	Dept		Course #		No. of Credits	
Justify upper/lower division status & number of credits:	<div> "Upper and lower division status" is defined by BOR Regulation 10.04.090</div>					

- **Dept** is the two-to-four-letter department of origin designator; e.g., PS, PLS, BIOL.
- **Course #** is the three-digit number used to indicate upper/lower division status (100-, 200-, 300-, 400-, and 600-level courses, as defined in UA Regulation 10.04.090 section F), and to identify the individual course. UAF course numbers are prepended with “F” for Fairbanks; e.g., F101. **Trial** course numbers only indicate division status and end in -94.

- **No. of Credits** is number of credits. Related to the number of credits is the course format (section #8) and the credit distribution. (See Appendix B for more information on credits and contact hours.)
- **Justify...division status and number of credits:** Board of Regents Regulation 10.04.090 provides the definitions for division status and academic credit. See Appendix D of this manual for more information.

Section 3: Proposed Course Title

3. PROPOSED COURSE TITLE:

Give the title exactly as it should appear in the catalog.

- Provide the course title exactly as it should appear in the UAF Catalog.
- Please do not leave this field blank, or the submission paperwork will be returned to the faculty course creator.

Section 4: Cross Listed?

4. CROSS LISTED?

YES/NO

If yes,

Dept:

Course #

(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.) **Don't forget to gather signatures from all depts. or units involved.**

- Type "yes" or "no" in the field provided on the form. Do not leave the field blank.
- If the course will be cross-listed with another department, provide that department designator and the course number desired. This form creates both courses simultaneously. The Registrar's Office will verify that desired course numbers for both departments are available, or will suggest alternatives if they are not.
- If the course you're cross-listing to already exists, you should not be using a Format 1 form. USE THE FORMAT 2 major course change form to cross-list from the EXISTING course, to create the "new" course. Exception: You are creating a brand new STACKED course, and are cross-listing to an existing course at only the graduate or undergraduate level.
- You must gather the required signatures of all parties at the other department(s) before submitting the form to Governance. (Additional signature lines may be added to the form as necessary.) Paperwork without all the required signatures will be returned to the faculty course creator.

Section 5: Stacked?

5. To be STACKED?

YES/NO

If yes,

Dept.

Course #

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

- Type "yes" or "no" in the field provided on the form. Do not leave the field blank.
- If the course will be stacked, provide the department designator and course number desired. The Registrar's Office will verify if the course numbers are available for both levels, or will suggest alternatives.
- It must be clearly indicated in course syllabi what additional requirements, learning outcomes and evaluation factors will apply at the graduate level of the course. Two syllabi (one for the undergraduate level and one for the graduate level) are preferred over just using one. Stacking guidelines are included in the appendix section of this manual.
- Stacked courses are reviewed by both the Curriculum Review Committee and the Graduate Academic & Advisory Committee (GAAC). If only one of the course levels is subsequently approved, only that level may be offered.
- Guidelines for stacked courses are included in the appendix section of this manual.

Section 6: Frequency of Offering

6. FREQUENCY OF OFFERING:	Example: Fall-Odd-numbered Years
	Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) or As Demand Warrants

- Examples: Spring Even-numbered Years, Every Spring; As Demand Warrants.
- For catalog purposes, specify odd- or even-numbered years when applicable.

Section 7: Semester and Year of First Offering

7. SEMESTER & YEAR OF FIRST OFFERING (if approved)	
---	--

- Indicate when the new course will first be offered. This is particularly important if the course is to be taught for a new degree program that is also being reviewed in the same curriculum cycle as the course.
- The current cycle of curriculum review is always for the NEXT future academic year! You may also submit a Special Topics form to teach the course sooner than the senate process can accommodate.

Section 8: Course Format

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify)						
Mode of delivery (specify lecture, field trips, labs, etc)						

- Course format refers to the timeframe(s) – in weeks – in which the course will be offered. The new course may be offered in more than one format; e.g., in addition to being taught over a full semester, it will also be compressed for other timeframes, or will be offered via distance delivery. Indicate all timeframe formats that apply. The course may only be taught in the formats you have specified!
- Example: A course will be taught over a regular fall semester and also at the two-week Maymester.
- Check both “2” and “6 weeks to full semester” boxes. At the “Other Format” field, type in “Maymester” to specify.
- Syllabi for all proposed delivery formats should be attached to the Format 1 form when it is submitted. See Appendix A for syllabus requirements and sample syllabi.
- New Core courses may be submitted on Format 1 simultaneously with the Core Oral/Written Designator(s) request form(s) (which will be reviewed by the Core Review Committee). See Chapter 12 for core course information.

Section 9: Contact Hours Per Week

9. CONTACT HOURS PER WEEK:	<input type="text"/>	LECTURE hours/weeks	<input type="text"/>	LAB hours /week	<input type="text"/>	PRACTICUM hours /week
<p>Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See http://www.uaf.edu/uafgov/faculty/cd/credits.html for more information on number of credits.</p>						
OTHER HOURS (specify type)						

This information determines the credit distribution that is applied to the course, which is a ratio of lecture to lab to practicum hours (if applicable) per week. Generally a 1-credit course meets once a week for 1 hour for 14 weeks, plus a 2 hour final (1+0). A 3-credit course meets 3 hours a week for 14 weeks, plus a 2 hour final

(3+0). A science course for 4 credits typically meets for 3 lecture hours and 3 lab hours for a 14-week semester plus a 2 hour final (3+3). An Art course for 3 credits meets 1 lecture hour and 4 lab hours for 14 weeks plus a 2 hour final (1+4). An internship meets at varying times during the semester as scheduled by the individual student and instructor, but includes supervised work in a professional setting for 3-10 hours per week for a 14 week semester. A student who worked 9 hours weekly could earn 1, 2, or 3 credits as determined by the faculty to be appropriate for the discipline (0+0+9).

Examples of credits hours are: (1+0) 1 credit, (3+0) 3 credits, (3+3) 4 credits, (1+4) 3 credits, or (1+0+40) for 6 credits, where the first number is the lecture hours, the second number is the lab hours, and the third number is practicum/internship/scholarly activity hours. See Appendix B of this manual for more information.

Section 10: Complete Catalog Description

10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

Example:
CHEM F103X Basic General Chemistry (n)
 4 Credits Offered Fall
 Fundamentals of chemistry including historical and descriptive aspects as well as basic mathematical concepts. Fulfills the laboratory part of the natural science requirement and prepares the student for CHEM F105X. Note: This course satisfies elective credit only. Special fees apply. *Prerequisites:* Placement in ENGL F111X or higher; placement in DEVM F105 or higher; or permission of instructor. (3+3)

- Please provide a concise and complete description as it should appear in the catalog. Do not leave the catalog wording to guesswork by omitting details, such as the credit distribution. Good examples may be drawn from the current printed or online UAF Catalog.
- Additional guidelines for writing course descriptions are found on page 18.
- Consult your curriculum council chair if you need assistance with the description or with figuring the credit distribution.
- Use the format shown above. It helps avoid confusion for those who work on the printed and online catalogs, as well as input data into Banner.

Section 11: Course Classifications

11. **COURSE CLASSIFICATIONS:** Undergraduate courses only. Consult with CIA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form. YES: NO:

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 W = Writing Intensive, Format 7 X = Baccalaureate Core

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES NO

- The course classifications for Humanities and Social Sciences are determined by the faculty course creator and approved by the appropriate college/school curriculum council. Additional information may be found in Chapter 12 of this manual.
- If the course will be used to fulfill an upper division Core curriculum requirement, then additional paperwork applicable to the desired requirement ("O", "W") must be submitted simultaneously with the Format 1, for review by the Core Review Committee of the Faculty Senate. See Chapter 12 of this manual for more information.
- If the "X" designation for the baccalaureate core is marked on the Format 1 form, it will be reviewed by both Curriculum Review Committee and Core Review Committee for approval.
- The purpose of 11.A is to mark courses in the UAF Catalog with northern-related content for purposes of the University of the Arctic, and applies to new courses (not trial courses).

Section 12: Course Repeatability

12. COURSE REPEATABILITY:

Is this course repeatable for credit? YES ☐ NO ☐

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?

TIMES

If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

- If possible, additional syllabi may be attached to the Format 1 form to illustrate additional themes for which the course may be repeated. This is helpful, but not required.
- But, if an instructor plans to utilize the course in this fashion, they must be willing to verify that students receiving additional credit for repeating the course have been able to do so because the course content changed significantly.
- A proposed change in Banner is being developed to allow for the course number to be appended with an alphabetical letter to indicate the course has different content.

Section 13: Grading System

13. GRADING SYSTEM:

LETTER: PASS/FAIL:

- The course syllabus must further specify the grading system. It must meet the requirements of the Board of Regents Regulation R10.04.090. See Appendix C of this manual.
- Only one type of grading system may be used for a course overall. It must be applied equally to all the students enrolled for credit in the class.
- Changing the type of grading system later on is a major course change (Format 2 form); i.e., using Pass/Fail instead of letter grades.
- Faculty Senate policy pertaining to grading options and the grading system are also contained in the "Academics and Regulations" section of the UAF Catalog.

Section 14: Restrictions on Enrollment: Prerequisites

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES

These will be required before the student is allowed to enroll in the course.

- List all courses required to be either completed or taken concurrently with the course.
- Adding the phrase "or permission of instructor" to requirements allows for the handling of exceptions that may arise in special circumstances.
- Requirement of Junior or Senior or Graduate standing should be mentioned here, as applicable.
- Be sure what you've entered above is also included in the Course Description, Section 10.

Section 15: Special Restrictions, Conditions

15. SPECIAL RESTRICTIONS, CONDITIONS

- Example: Must have current SCUBA physical approved.

Section 16: Proposed Course Fees (if applicable)

16. PROPOSED COURSE FEES	\$
Has a memo been submitted through your dean to the Provost for fee approval?	
Yes/No	

- Proposed course fees are approved by the Provost.
- Attach a copy of the final memo indicating approval of the fee request.

Section 17: Previous History

17. PREVIOUS HISTORY
Has the course been offered as special topics or trial course previously? Yes/No
If yes, give semester, year, course #, etc.:

- New courses are not required to have been offered as trial courses or special topics courses prior to creation.

Section 18: Estimated Impact – Context of one's department and program.

18. ESTIMATED IMPACT
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

- Answer this with respect to your department, as well as any special physical course requirements, such as lab space.
- Estimated impacts of new courses being submitted as part of a new program submission will be closely reviewed not only by the Faculty Senate Curriculum Committees, but also by the Board of Regents.

Section 19: Library Collections

19. LIBRARY COLLECTIONS
Have you contacted the library collection development officer (Karen Jensen, kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.
No Yes

- Consider how courses in new programs or fields may impact library collections.
- <http://library.uaf.edu/collection-development>
- Collection Development Officer is Karen Jensen.

Section 20: Impacts on Programs/Depts – Context of other departments/programs.

20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

- For courses that will be part of new programs, in particular, this information is examined closely. Copies of memos and email correspondence with other programs or departments may be attached to the course submission paperwork.

Section 21: Positive and Negative Impacts

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

--

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

--

- Documentation of communication with other programs and departments may be attached to the proposal.
- These sections are reviewed by the committees. Do not leave them blank.

Approval Signatures Section:

APPROVALS: Add additional signature lines as needed.

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		
	Date	
Signature of Provost (if applicable)	Date	

Offerings above the level of approved programs must be approved in advance by the Provost.

- Please do not submit the New Course or Trial Course form without all of the required signatures. Unsigned paperwork will be returned to the faculty contact listed on the form.
- Cross-listed courses require the additional signatures of the other department heads; as well as the curriculum council and dean if the department is housed in another college or school. Additional signature lines may be added to the form as needed.
- The Provost's signature is required if the course offering is above the level of approved programs for the unit; e.g., a graduate course offering by a department that does not house a graduate program.

Course Syllabus Requirements:

- A list of the requirements for the course syllabus is included with the Format form and should be included with the Format 1 and syllabus copy when submitting for review.
- Each of the Faculty Senate curriculum committees pays close attention to the details of the syllabus, making sure all the requirements on the list are included on it.
- If the new course is to be stacked, it's recommended that two syllabi be used – one for undergraduate students and one for graduate students. See stacking guidelines in the appendix section.

- See Appendix A for sample syllabi and the list of syllabus requirements.
- Be sure to attach a copy of the course syllabus to the Format 1 form!

Guidelines for Catalog Course Descriptions

- **AVOID WORDINESS**

Use “telegram style” concision. Incomplete sentences are acceptable as long as clarity is not sacrificed for brevity. (You may use a more wordy version in your syllabus – keep it brief for the Catalog!)

- Example:

Wordy: “This course thoroughly discusses the <issue> from the local, regional, state, U.S., and global perspectives.”

Better: “The issue is discussed from many diverse perspectives.”

- **AVOID SYLLABUS INFORMATION**

Describe what will be presented in the course. Leave out syllabus information; e.g., grading system, books required, classroom presentation style, how many reports or presentations will be required.

- **USE PRESENT TENSE**

- **AVOID JARGON AND USE A STRAIGHT-FORWARD ACADEMIC TONE**

- **AVOID OBVIOUS, REDUNDANT, PROMOTING PHRASES:**

“This course is about...” “This is an intensive course...” “We will discuss...”

- **GOOD BEGINNINGS:**

“Topics include...” “Presents theory of...” “Introduction to...” “In-depth coverage of...”

“Principles of...” “Overview of...” “Analysis of...” “Contemporary methods...” “Theory and practical application of...”



THE FORM HAS BEEN SENT TO THE FACULTY SENATE OFFICE. WHAT HAPPENS TO IT?

Format 1 forms received at the Faculty Senate Office are logged and numbered for distribution to the appropriate Faculty Senate curriculum committee(s).

Ten-day notice is posted online as required by academic policy (Meeting #33 of the Faculty Senate). To view the ten-day notice page, go to: <http://www.uaf.edu/uafgov/faculty-senate/curriculum/10-day-reviews/>

Electronic copies are provided to the committee(s) by means of web pages specific to each committee. The status of review and revisions are regularly noted there, also. Curriculum committee web pages may be accessed from: <http://www.uaf.edu/uafgov/faculty-senate/committees/> See page 4 for more information about Faculty Senate curriculum review committees (who handles what).

During the review process, a member of the committee may contact the faculty course creator if a question arises or a change is requested. Updated paperwork must be sent to the Faculty Senate Office so it can be posted for the committee (no signatures have to be re-collected). Please carbon copy the Faculty Senate Office on any requests or responses for curriculum revisions so that submissions may be posted for the entire committee to review.

Once approved by the committee(s), the Faculty Senate Office processes a form for the Provost’s approval signature. Copies of the paperwork and approval form are then submitted to the Provost for review.

Copies of the final approvals are posted online in chronological order at the Faculty Senate web site under the Curriculum link (URL below). The original signed forms are kept on file at the Faculty Senate Office. Banner entry and a myriad of other necessary tasks for catalog production then take place at the Registrar’s Office once final approval has been posted online. If all required approvals are obtained before the first business day in March (to make the catalog production deadline) new courses will be included in the next printed UAF Catalog. (Trial courses are not published in the UAF Catalog.)

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/>

FORMAT 1

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/> for a complete description of the rules governing curriculum & course changes. Attach syllabus.

TRIAL COURSE OR NEW COURSE PROPOSAL**SUBMITTED BY:**

Department		College/School	
Prepared by		Phone	
Email Contact		Faculty Contact	

1. ACTION DESIRED

(CHECK ONE):

Trial Course

New Course

2. COURSE IDENTIFICATION:

Dept

Course #

No. of Credits

Justify upper/lower
division status &
number of credits:

3. PROPOSED COURSE TITLE:**4. To be CROSS LISTED?**
YES/NOIf yes,
Dept:

Course #

(Requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.)

5. To be STACKED?
YES/NOIf yes,
Dept.

Course #

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

6. FREQUENCY OF OFFERING:

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING
(AY2013-14 if approved by 3/1/2013;
otherwise AY2014-15)**8. COURSE FORMAT:**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT:

(check all that apply)

1

2

3

4

5

6

6 weeks to
full semester**OTHER FORMAT**
(specify)

Mode of delivery
(specify lecture,
field trips, labs,
etc)

9. CONTACT HOURS PER WEEK:	<input type="text"/>	LECTURE hours/weeks	<input type="text"/>	LAB hours /week	<input type="text"/>	PRACTICUM hours /week	<input type="text"/>
-----------------------------------	----------------------	------------------------	----------------------	--------------------	----------------------	--------------------------	----------------------

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/> for more information on number of credits.

OTHER HOURS (specify type)	<input type="text"/>
----------------------------	----------------------

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

FISH F487 W, O Fisheries Management
3 Credits Offered Spring
Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

<input type="text"/>

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities	<input type="text"/>	S = Social Sciences	<input type="text"/>
----------------	----------------------	---------------------	----------------------

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.	YES:	<input type="text"/>	NO:	<input type="text"/>
--	------	----------------------	-----	----------------------

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6	<input type="text"/>	W = Writing Intensive, Format 7	<input type="text"/>	X = Baccalaureate Core	<input type="text"/>
------------------------------	----------------------	---------------------------------	----------------------	------------------------	----------------------

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES	<input type="text"/>	NO	<input type="text"/>
-----	----------------------	----	----------------------

12. COURSE REPEATABILITY:

Is this course repeatable for credit?	YES	<input type="text"/>	NO	<input type="text"/>
---------------------------------------	-----	----------------------	----	----------------------

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	<input type="text"/>
---	----------------------

How many times may the course be repeated for credit?	<input type="text"/>	TIMES
If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?	<input type="text"/>	CREDITS
If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?	<input type="text"/>	CREDITS

13. GRADING SYSTEM: Specify only one. Note: Later changing the grading system for a course constitutes a Major Course Change.

LETTER:	<input type="text"/>	PASS/FAIL:	<input type="text"/>
---------	----------------------	------------	----------------------

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES

These will be required before the student is allowed to enroll in the course.

**15. SPECIAL RESTRICTIONS,
CONDITIONS**

16. PROPOSED COURSE FEES

\$

Has a memo been submitted through your dean to the Provost for fee approval?
Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously?
Yes/No

If yes, give semester, year, course #, etc.:

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

Yes

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

APPROVALS: Add additional signature lines as needed.

		Date	
Signature, Chair, Program/Department of:			
		Date	
Signature, Chair, College/School Curriculum Council for:			
		Date	
Signature, Dean, College/School of:			

Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

		Date	
Signature, Chair			
Faculty Senate Review Committee: ___Curriculum Review ___GAAC			
___Core Review ___SADAC			

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

		Date	
Signature, Chair, Program/Department of:			
		Date	
Signature, Chair, College/School Curriculum Council for:			
		Date	
Signature, Dean, College/School of:			

ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

☐ Title, ☐ number, ☐ credits, ☐ prerequisites, ☐ location, ☐ meeting time
(make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

☐ Name, ☐ office location, ☐ office hours, ☐ telephone, ☐ email address.

3. Course readings/materials:

☐ Course textbook title, ☐ author, ☐ edition/publisher.
☐ Supplementary readings (indicate whether ☐ required or ☐ recommended) and
☐ any supplies required.

4. Course description:

☐ Content of the course and how it fits into the broader curriculum;
☐ Expected proficiencies required to undertake the course, if applicable.
☐ Inclusion of catalog description is *strongly* recommended, and
☐ Description in syllabus must be consistent with catalog course description.

5. ☐ Course Goals (general), and (see #6)

6. ☐ Student Learning Outcomes (more specific)

7. Instructional methods:

☐ Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

☐ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

☐ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

☐ Specify how students will be evaluated, ☐ what factors will be included, ☐ their relative value, and ☐ how they will be tabulated into grades (on a curve, absolute scores, etc.) ☐ Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:

☐ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated**.

<http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. ☐ State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

Note: Optional Title IX syllabus statement may be used. See <http://www.uaf.edu/oeo/eeo-statement/>

07/28/2015