



To: Interim VCAA and Provost Elisha Baker,  
University of Alaska Anchorage

Fr: Kimberly Swiantek,  
UAA Governance Office

Re: Curriculum Handbook Changes

On November 2, 2012 the Faculty Senate approved the following joint motion from UAB and GAB:

**Motion: Curriculum Handbook changes that include:**

- Implementation dates
- Coordination email information
- CAR form
- Program Approval Flow Chart

**Please see the attached documents for more information.**

If I may be of further assistance, please let me know.

**Provost**

Approved     Disapproved

Comments:

*E. Baker, IV*

*06/11/2012*

\_\_\_\_\_  
Elisha Baker, Interim VCAA and Provost

\_\_\_\_\_  
Date

**Chancellor**

Approved     Disapproved

Comments:

*Thomas A. Case*

*7 Nov 2012*

\_\_\_\_\_  
Tom Case, Chancellor

\_\_\_\_\_  
Date

- The Governance Office forwards noncredit, continuing education unit (CEU), -93s, -94s, and 500-level courses to the Office of the Registrar to be entered into the system.
- The Governance Office forwards Workforce Credential proposals to OAA for review and approval.
- Courses and programs to be published in the catalog, and prefix requests, are sent to UAB/GAB for review.

11. Any items needing UAB/GAB review **must be received in the Governance Office by 9 a.m. Monday** in order to be on the agenda for the Friday meeting of the same week. Initiating faculty member or faculty representative must present courses, programs and prefixes to UAB/GAB. Representatives should be prepared to answer all relevant questions as described in 2.1.2 or the proposal will be tabled. OAA will consult with initiating faculty during the review of Workforce Credentials.

12. After appropriate reviews are complete, the course, program or prefix appears in the next catalog or schedule for which the publication deadline was met, unless a later implementation date has been approved. Effective date of the action cannot precede the publication date of the first catalog or schedule in which it is to appear. See below for more information on implementation dates and deadlines for inclusion in the catalog. Note: meeting these deadlines does not guarantee all approvals can be obtained in time for inclusion in the next catalog.

11. New programs may have an implementation date of summer, fall, or spring. For new programs to be included in the catalog, first reading by the boards should be no later than the first meeting in January (See the UAA Curriculum and Catalog Production Calendar located on the Governance website ([www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance)) for current dates.

Existing programs with changes must have an implementation date of fall so that correct curriculum is in effect in current catalog. Changes to programs must be initiated with enough time to reach final approval prior to submission of catalog for printing (Recommend first reading no later than first meeting in March).

12. New courses may have an implementation date of summer, fall, or spring. Changes to existing courses may not be implemented for a term once registration has opened, implementation dates must be chosen for a future term. Note: course changes related to program changes must have an implementation date of fall. In order to have approval prior to fall registration opening, it is suggested that first reading take place no later than the first week in February.

13. After the final reading by UAB/GAB, the initiating faculty member is responsible for the preparation of the corrected final documents and submission to the Governance Office before UAA Faculty Senate takes action.
14. The Governance Office prepares the UAB/GAB reports for the UAA Faculty Senate. The Senate then reviews and acts on the proposed courses and prefixes.
15. OAA reports decisions regarding Workforce Credential proposals to the Faculty Senate through the Governance Office and to the BOR through SAC.
16. UAB/GAB chair signs CAR/PAR documents after approval by the Faculty Senate.
17. The Vice Provost for Undergraduate Academic Affairs reviews and acts on undergraduate courses and undergraduate and post-baccalaureate programs. The Vice Provost for Research and Graduate Studies reviews and acts on graduate courses and programs. The two Vice Provosts collaborate on the approval of prefixes.
18. New programs and programs with major changes (with the exception of Minors, Occupational Endorsements and Workforce Credentials) require approval through the BOR. After approval by the Faculty Senate, OAA works with the faculty initiator to prepare and submit the necessary documents (see section 7.3).
19. After approval by the Faculty Senate, the Vice Provost for Undergraduate Academic Affairs works with faculty initiators for Minors, Occupational Endorsements and Workforce Credentials to obtain approval as required from OAA and the Chancellor's office and to prepared documents notifying SAC of the curriculum actions.

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4. If the revised course is a GER, the appropriate guidelines must be followed (See Section 6). GER review templates are available at [www.uaa.alaska.edu/governance/GER](http://www.uaa.alaska.edu/governance/GER).
5. A course may not be scheduled nor registration for a course at UAA take place before the appropriate curriculum approval process has been completed and approved and the course has been entered into the system.
6. Changes or revisions to existing courses are approved through the curriculum approval process outlined in section 3.

## 5.2 Adding a New Course

It is advisable to write the CCG first. The information from the CCG can then be pasted into the CAR. Before developing the CCG, the following need to be considered in addition to the course content: type of course, level, number, whether it will be stacked or cross-listed, prerequisites and registration restrictions, instructional goals and student learning outcomes.

A course may not be scheduled nor registration for a course at UAA take place before the appropriate curriculum approval process has been completed and approved and the course has been entered into the system.

### 5.2.1 Permanent Credit Courses (050-499 and 600-699)

1. The following must be submitted to the Governance Office ([avgov@uaa.alaska.edu](mailto:avgov@uaa.alaska.edu)):
  - a. CAR signed by the faculty initiator, department chair, college curriculum committee chair, and the dean or director or designee.
  - b. Completed CCG.
  - c. If the new course changes the requirements of the program in which the course is housed, a signed PAR and catalog copy in Word using the track changes function must be provided.
  - d. Signed Resource Implication Form (one per discipline). Signed Fee Request Form (one per course) for courses with new or revised fees ([www.uaa.alaska.edu/governance/coordination/index.cfm](http://www.uaa.alaska.edu/governance/coordination/index.cfm)). The Fee Request Form is not required if the course does not have fees or an existing general program fee is to be applied.
2. Coordination should take place early in the curriculum process and will consist of three steps:
  - a. Coordination memo or email. Coordination is required when the new course has any impact on another course or program. The faculty initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Proof of coordination must be provided to the Governance Office.

A list of impacted courses, programs and catalog references can be found by an electronic search of the UAA catalog using keywords such as MATH A172. A spreadsheet is required listing the reference, the impacted program/course/catalog copy, the impact (program requirements, electives, selectives, course prerequisite, corequisites), and the page of the current year catalog.
  - b. The faculty initiator is also required to send an email to [uaa-faculty@lists.uaa.alaska.edu](mailto:uaa-faculty@lists.uaa.alaska.edu) explaining the new course. The coordination email must include contact information as well as:

- ~~school/college, department, course prefix, course number, course title: (as found in CAR boxes 1a, 1e, 2, 3)~~
- ~~course description (as found in CAR box 15)~~
- ~~add/change/delete and if change, a summary list of changes (as found in CAR box 8)~~

- ~~justification for action (as found in CAR box 19)~~
- School and department (CAR boxes 1a and 1c).
- course prefix (CAR box 2).
- course number (CAR box 3).
- course title (CAR box 6).
- Add/Change/Delete and if change, a summary list of changes (CAR box 8).
- course description (CAR box 15).
- justification for action (CAR box 19).
- any other relevant information.

Do not attach the CAR/PAR or the CCG to the email. The coordination email must be sent at least 10 working days before being presented at UAB/GAB.

- c. The faculty initiator is required to send the CAR and CCG to the Library Liaison for that department ([http://consortiumlibrary.org/find/subject\\_liaison\\_librarians](http://consortiumlibrary.org/find/subject_liaison_librarians)).
3. If the new course is proposed as a GER, the appropriate guidelines must be followed (See Section 6). GER review templates are available at [www.uaa.alaska.edu/governance/GER](http://www.uaa.alaska.edu/governance/GER).
4. The curriculum approval process to be followed is found in section 3.1 and is depicted in Figure 3.1

#### 5.2.2 Non-Permanent (-93, -94) Credit Course, 500-Level Course, and Noncredit/CEU Course

1. The following must be submitted to the Governance Office ([avgov@uaa.alaska.edu](mailto:avgov@uaa.alaska.edu)):
  - a. CAR signed by the faculty initiator, department chair, college curriculum committee chair, and the dean or director or designee.
  - b. Completed CCG.
  - c. If the new course changes the requirements of the program in which the course is housed, a signed PAR and catalog copy in Word using the track changes function must be provided.
  - d. Signed Resource Implication Form (one per discipline).
  - e. Signed Fee Request Form (one per course) for courses with new or revised fees ([www.uaa.alaska.edu/governance/coordination/index.cfm](http://www.uaa.alaska.edu/governance/coordination/index.cfm)). The Fee Request Form is not required if the course does not have fees or an existing general program fee is to be applied.
2. Coordination should take place early in the curriculum process and consists of three steps:
  - a. Coordination memo or email. Coordination is required when the new course has any impact on another course or program. The faculty initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Proof of coordination must be provided to the Governance Office.

A list of impacted courses, programs and catalog references can be found by an electronic search of the UAA catalog using keywords such as MATH A172. A spreadsheet is required listing the reference, the impacted program/course/catalog copy, the impact (program requirements, electives, selectives, course prerequisite, corequisites), and the page of the current year catalog.

- b. The faculty initiator is also required to send an email to [uaa-faculty@lists.uaa.alaska.edu](mailto:uaa-faculty@lists.uaa.alaska.edu) explaining the new course. The email must include contact information, ~~and must be sent at least 10 working days before approval by OAA as well as:~~

- School and department (CAR boxes 1a and 1c).

- course prefix (CAR box 2).
- course number (CAR box 3).
- course title (CAR box 6).
- Add/Change/Delete and if change, a summary list of changes (CAR box 8).
- course description (CAR box 15).
- justification for action (CAR box 19).
- any other relevant information.

Do not attach the CAR/PAR or the CCG to the email. The coordination email must be sent at least 10 working days before being presented at UAB/GAB.

b-c. The faculty initiator is required to send the CAR and CCG to the Library Liaison for that department ([http://consortiumlibrary.org/find/subject\\_liaison\\_librarians](http://consortiumlibrary.org/find/subject_liaison_librarians)).

3. The curriculum approval process to be followed is found in section 3.1 and is depicted in Figure 3.2

### 5.3 Deleting a Course

1. The following must be submitted to the Governance Office ([aygov@uaa.alaska.edu](mailto:aygov@uaa.alaska.edu)):
  - a. CAR signed by the faculty initiator, the department chair, the college curriculum committee chair, and the dean or director or designee.
  - b. Signed PAR, if needed. If the course deletion affects a degree or certificate, a separate signed PAR must be submitted for each program, together with revised catalog copy in Word using the track changes function.

#### 2. When Filling out the CAR, only the following boxes need to be completed:

- Course Prefix (Box 2)
- Course Number (Box 3)
- Complete Course Title (Box 6)
- Type of Action (Box 8)
- Implementation Date (Box 11)
- Cross Listed or Stacked (Box 12)
- Coordination Email Date (Box 13b.)
- Justification for Action (Box 19)

#### 2.3. Coordination should take place early in the curriculum process and consists of two steps:

- a. Coordination memo or email. Coordination is required when the deleted course has any impact on another course or program. The faculty initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Proof of coordination must be provided to the Governance Office.

A list of impacted courses, programs and catalog references can be found by an electronic search of the UAA catalog using keywords such as MATH A172. A spreadsheet ([www.uaa.alaska.edu/governance/coordination/index.cfm](http://www.uaa.alaska.edu/governance/coordination/index.cfm)) is required listing the reference, the impacted program/course/catalog copy, the impact (program requirements, electives, selectives, course prerequisite, corequisites), and the page on the current year catalog.

Reference to a deleted course in impacted programs and courses will be struck from the catalog and from Banner.

- b. The faculty initiator is also required to send an email to [uaa-faculty@lists.uaa.alaska.edu](mailto:uaa-faculty@lists.uaa.alaska.edu) explaining the deletion. The email must include contact information, and must be sent at least 10 working days before being presented at UAB/GAB.

#### 3.4. Purge List

A purge list is compiled annually for courses not offered successfully in the previous four academic years. If a course has not been successfully offered in the previous four academic years, then that course will be purged from the catalog unless the department responsible for the course provides a clear justification for retaining the course in the catalog. This justification must be submitted to UAB/GAB for review.

Reference to a purged course in impacted programs and courses will be struck from the catalog and from Banner.

#### 4.5. GER Course Purge List

UAA policy states that a course may not remain on the GER list if it has not been offered successfully at least once during the past four semesters, excluding summer. The list of GER courses will be provided to UAB by the Office of the Registrar each spring. Review of the GER list will be done annually by UAB in

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~~b-c.~~ The faculty initiator is required to send the CAR and CCG to the library liaison for that department ([http://consortiumlibrary.org/find/subject\\_liaison\\_librarians](http://consortiumlibrary.org/find/subject_liaison_librarians)).

~~4.~~ GER courses are approved through the curriculum approval process outlined in section 3.

~~4-5.~~ GER changes should have an implementation date of fall. In order to ensure approval is received in time, it is recommended that first reading take place no later than first week in March.

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### 6.3 Deletion of a GER Course

UAA policy states that a course may not remain on the GER list if it has not been offered successfully at least once during the past four semesters, excluding summer sessions. The list of GER courses will be provided to UAB by the Office of the Registrar each spring. Review of the GER list will be done annually by UAB in the spring semester.

**Examples:**

- 0.1 CEU = 1 hour of instruction and no additional hours of work for the course.
- 1 CEU = 10 hours of instruction and no additional hours of work for course.
- 1.5 CEUs = 15 hours of instruction and no additional hours of work for course.
- 3.5 CEUs = 20 hours of instruction and 15 hours of required additional work appropriate to the objectives of the course for course.
- 2 CEUs = 20 hours of instruction and no additional work, or 40 hours of laboratory or clinical work.

iv. **Minimum Course Length (Compressibility Policy)** – The Compressibility Policy states, “Courses scheduled for less than a full semester may not be offered for more than one credit each week (seven days).” Two credits require a minimum of eight days and 3 credits require a minimum of 15 days.

- E. **Course Title** – Insert full title of the course. Titles of existing courses in the data base cannot be used for new/revised courses, except for the following types of courses: dissertation, internship, practicum, project, research, selected topic, seminar, thesis.
- F. **Grading Basis** – Identifies how performance in the course is to be graded (A-F or P/NP [pass/no pass] for academic and professional development courses; NG [no grade] for CEUs and noncredit offerings).
- G. **Implementation Date** – Insert the semester and year that the addition, deletion or change will be implemented. [See section 10.2, Box 11, for further clarification regarding implantation dates.](#)

• Careful consideration needs to be given to permanent courses affecting degrees and certificates. ~~All permanent courses and degree/certificate changes must be submitted in fall semester for publication in the next catalog. Once approved, this date cannot be changed. New programs and courses may be added for any term; however changes to existing programs can only have a fall implementation date. Careful consideration needs to be given to ensure final approval can be made prior to printing of catalog. For this reason it is suggested that changes to programs be ready for first read no later than first week of March.~~

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• Course additions or modifications ~~may must~~ be made in conjunction with publication of the class schedule/listing. Since academic units are responsible for providing an adequate transition for students from one set of program requirements to another, units should consider the official implementation date of program changes when implementing the approved changes. ~~The current production calendar can be found on the Governance website at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance). New courses offerings have greater flexibility but implementation dates for course changes will not be allowed for a term in which registration has already begun. When a course change is required as part of a program change for fall semester, first readings for the course should take place no later than the first week in February. This is to ensure final approval prior to fall registration opening.~~

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Field Code Changed

- H. **Cross Listing** (if applicable) – Cross-listed courses are courses approved under multiple prefixes and offered at the same time and location.
  - i. Cross-listed courses are courses approved under multiple prefixes and offered at the same time and location.
  - ii. Each cross-listed course must have a separate CCG and CAR for each prefix.
  - iii. Everything except the course prefix must be identical.



*Special Notes* are also identified in this field. Special notes indicate certain requirements of the student or the course that are not identified in the course description (e.g., “*May be repeated for credit with a change in subtitle,*” or “*Offered Spring Semesters*”).

K. **Course Attributes** (GER if applicable)

L. **Course Prerequisite(s)/Test Score(s), Corequisite(s), Registration Restriction(s)** – Identifies requirements which must be achieved prior to enrolling in a course. It is assumed that faculty may waive any of the requirements. All prerequisite and test score; corequisite; and college, major, class and level restrictions registration restriction, etc indicated on the CAR will be automatically enforced through Banner.

- i. **Course Prerequisite** – Identifies a course (by prefix and number) which must be successfully completed (D or better is understood, unless C or better is stated) prior to taking the course.

A course prerequisite which **may** be taken concurrently must also be included in this area (this differs from a co-requisite which **must** be taken concurrently).

~~ii.~~ **Test Scores** – Identifies test scores which must be successfully achieved prior to taking the course. This may include UAA approved placement tests, SAT, ACT, or others. Specific test scores are not required.

~~iii.~~ **Corequisites** – Identifies a course which **must** be taken concurrently and requires simultaneous enrollment and withdrawal.

~~iv.~~ **iii. Other Registration Restrictions** – Identifies additional requirements that a student must have satisfied prior to registering for the course (e.g. instructor permission, college or school admission<sup>a</sup>, major<sup>b</sup>, class standing<sup>c</sup>, or level<sup>d</sup>). Must be enforced by the program/department/ instructor.

<sup>a</sup> College or school admission – identifies a college/school to which a student must be admitted to in order to enroll in the course.

<sup>b</sup> Major – identifies a major which a student must have declared in order to enroll in the course

<sup>c</sup> Class – identifies a class standing which a student must have attained in order to enroll in the course (0-29 credits = freshmen; 30-59 credits = sophomore; 60-89 = junior, 90+ = senior).

<sup>d</sup> Level – identifies a level which a student must be at in order to enroll in the course (graduate or undergraduate).

Responsibility for confirming prerequisites and registration restrictions lies with the department. It is assumed that the faculty may waive or enforce any of these requirements, subject to program, department and college policy.

M. **Course Fee:** Yes or No – Indicates that there are student fees associated with the course.

**Note: The sections of the CAR referenced above and the CCG must match word for word.**

3. **Course level justification** – Provide a justification for the level to which the course has been assigned.

**Course Level Expectations for Academic Course Levels** – In general, advances in course level (lower, upper, and graduate) correlate with sophistication of academic work. It should be noted that some students find introductory courses more demanding than advanced, specialized courses. In such courses, a more comprehensive approach and the first exposure to new ways of thinking may be harder for some individuals than covering a smaller, more familiar area in much greater detail.

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The Number of Repeats indicates the number of additional times the course may be taken for credit (does not include the original enrollment). The Maximum Hours indicates the total number of credits that may be applied towards a degree.

**Example**

HIST A390 3 credits  
Repeat Status: Yes      Number of Repeats: 1      Max Credits: 6

**Box 10. Grading Basis**

Identifies how performance in the course is to be graded (A-F or P/NP [Pass/No Pass] for academic and professional development courses; NG [no grade] for CEUs and noncredit offerings).

**Box 11. Implementation Date**

Using the drop-down menus, insert the semester and year that the addition, deletion, or change will be implemented.

**1. Courses**

The end semester is needed for nonpermanent courses only (-93s, -94s, bridge courses). For permanent courses, leave the semester field blank and 9999 for the end year. Careful consideration needs to be given to permanent courses affecting degrees and certificates. ~~All permanent courses and degree/certificate changes must be submitted in fall semester for publication in the next catalog. Once approved, this date cannot be changed.~~ New programs and courses may be added for any term; however changes to existing programs can only have a fall implementation date. Careful consideration needs to be given to ensure final approval can be made prior to printing of catalog. For this reason it is suggested that changes to programs be ready for first reading no later than first week of March.

Course additions or modifications ~~may~~ must be made in conjunction with publication of the class schedule. Since academic units are responsible for providing an adequate transition for students from one set of program requirements to another, units should consider the official implementation date of program changes when implementing the approved changes. The current production calendar can be found on the Governance website at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance). New course offerings have greater flexibility but implementation dates for course changes will not be allowed for a term in which registration has already begun. When a course change is required as part of a program change for fall semester, first readings for the course should take place no later than the first week in February. This is to ensure final approval prior to fall registration opening.

Field Code Changed

**2. Program or Academic Policy**

The overall principles affecting the date for implementation of academic policy or program change include the following:

- A. *Students must receive adequate notice of a program change.*
- B. *Staff must have adequate time to implement the change effectively.*

Generally this is interpreted to mean that program changes, including new programs, must be advertised in the university catalog.

Based on the current schedule of catalog distribution in the spring or summer, most program changes should take effect in the fall semester following catalog distribution. Exception to this policy will be made only in exceptional circumstances. Permission of the OAA is required for implementation at an earlier date. Requests for an earlier date must detail the procedures the academic unit will use to notify affected students and facilitate the transition to the new requirements.

**Box 16a. Course Prerequisite(s)**

Identifies prerequisites which must be achieved prior to enrolling in a course. The prerequisite course ( listed with prefix and number in alpha-numerical order) must be successfully completed prior to taking the course. Course prerequisites should be grouped using parenthesis and brackets similar to how you would group mathematical expressions. See the examples below.

Unless a minimum grade is specified for a prerequisite class, any grade value (including I, F, and W) will mark the class as satisfying the prerequisite if prerequisite checking has been turned on. For instance, if a student withdrew from a class and received a W, that student would be identified by Banner as having fulfilled any prerequisite requirement for the class they withdrew from. It is always assumed that faculty may waive the prerequisite or the minimum grade requirement.

A course prerequisite which **may** be taken concurrently must also be included in this box using the additional language "or concurrent enrollment." This differs from a corequisite which should be placed in Box 16c. See the section on Box 16c. for detailed information about corequisites.

Any additional information that appears as text should be placed in Box 16e (Other Restrictions).

Prerequisite examples:

ECON A429 (Business Forecasting)  
{CIS A110, BA A273, and [BA A377 or ECON A321]} with minimum grade of C]

EDFN A303 (Foundations of Teaching and Learning)  
[EDFN A301 or concurrent enrollment] and [EDSE A212 or PSY A245]

EE A324 (Electromagnetics II)  
[EE A314 or PHYS A314] and MATH A302

ENGL A311 (Advanced Composition)  
[ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214] with minimum grade of C

FIRE A214 (Fire Protection Systems)  
FIRE A101 and FIRE A105 and FIRE A121 and [MATH A105 or MATH A107 or MATH A108 or MATH A109 or MATH A172 or MATH A200 or MATH A201 or MATH A272]

SWK A342 (Human Behavior in the Social Environment)  
PSY A150 and [BIOL A102 or BIOL A111 or BIOL A112 or BIOL A115 or BIOL A116 or LSIS A102 or LSIS A201]

*Note: Automatic prerequisite checking is available when a Prerequisites Form is submitted. This form is not part of the curriculum process, but is submitted directly to the Registrar's Office. It is available via [www.uaa.alaska.edu/records/faculty\\_resources/upload/Prerequisites\\_Form.pdf](http://www.uaa.alaska.edu/records/faculty_resources/upload/Prerequisites_Form.pdf)*

**Test Scores:**

Identify test scores which must be successfully achieved prior to taking the course. This may include UAA Approved Placement Tests, SAT, ACT, or others. Specifically test scores are not required. It is assumed that faculty may waive the requirement.

**Box 16b. Test Scores**

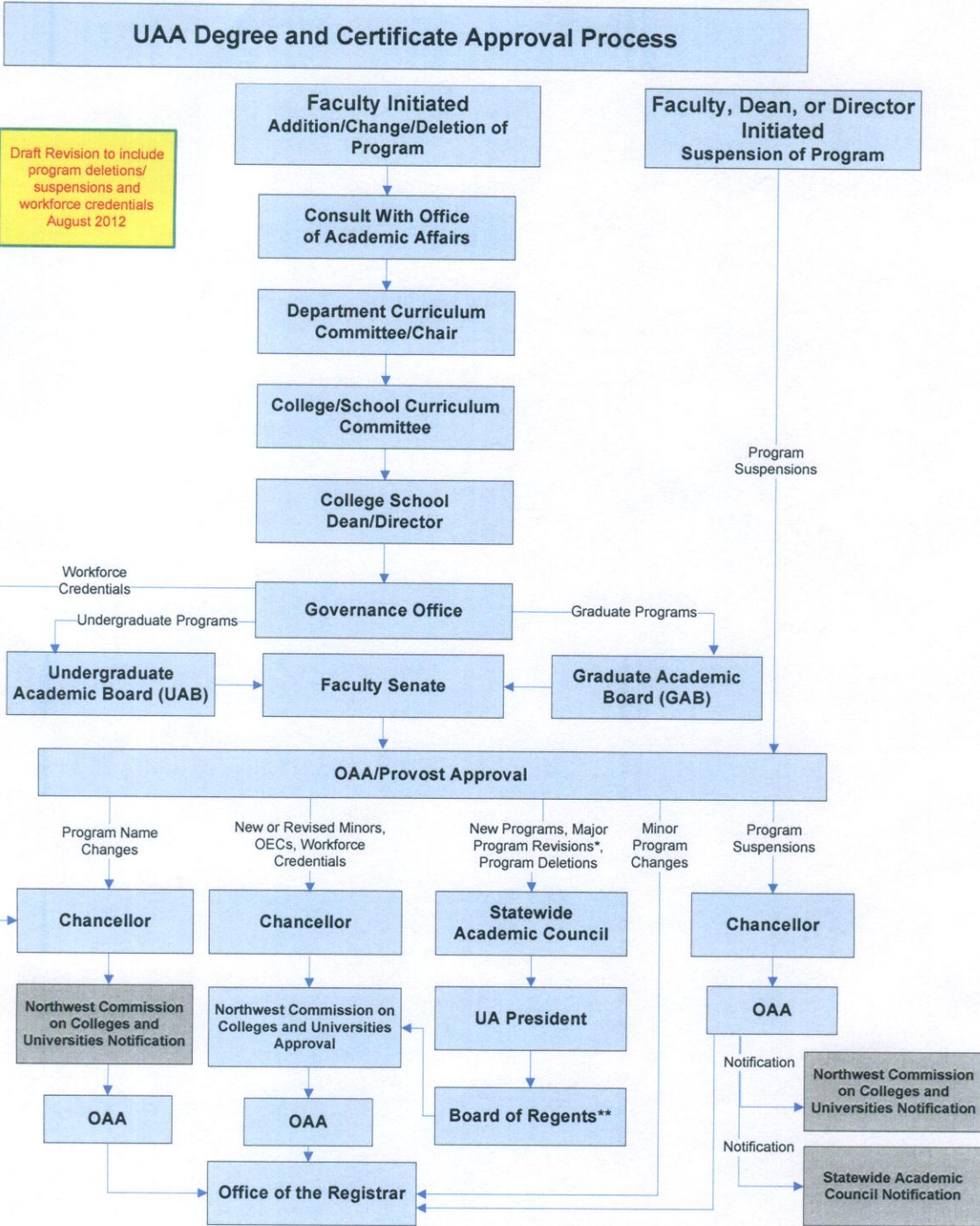
~~Identifies test scores which must be successfully achieved prior to taking the course. This may include UAA Approved Placement Tests, SAT, ACT, or others. Specific test scores are not required. It is assumed that faculty may waive the requirement.~~

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## Course Action Request University of Alaska Anchorage Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College choose one		1b. Division choose one		1c. Department							
2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab) (    +    )							
6. Complete Course Title											
Abbreviated Title for Transcript (30 character)											
7. Type of Course <input type="checkbox"/> Academic <input type="checkbox"/> Preparatory/Development <input type="checkbox"/> Non-credit <input type="checkbox"/> CEU <input type="checkbox"/> Professional Development											
8. Type of Action: <input type="checkbox"/> Add    or <input type="checkbox"/> Change    or <input type="checkbox"/> Delete			9. Repeat Status choose one    # of Repeats    Max Credits								
<i>If a change, mark appropriate boxes:</i> <input type="checkbox"/> Prefix <input type="checkbox"/> Course Number <input type="checkbox"/> Credits <input type="checkbox"/> Contact Hours <input type="checkbox"/> Title <input type="checkbox"/> Repeat Status <input type="checkbox"/> Grading Basis <input type="checkbox"/> Cross-Listed/Stacked <input type="checkbox"/> Course Description <input type="checkbox"/> Course Prerequisites <input type="checkbox"/> Test Score Prerequisites <input type="checkbox"/> Co-requisites <input type="checkbox"/> Other Restrictions <input type="checkbox"/> Registration Restrictions <input type="checkbox"/> Class <input type="checkbox"/> Level <input type="checkbox"/> College <input type="checkbox"/> Major <input type="checkbox"/> Other (please specify)			10. Grading Basis <input type="checkbox"/> A-F <input type="checkbox"/> P/NP <input type="checkbox"/> NG  11. Implementation Date semester/year From:        /                             To:        /  12. <input type="checkbox"/> Cross Listed with _____ <input type="checkbox"/> Stacked with _____ Cross-Listed Coordination Signature								
13a. Impacted Courses or Programs: List any programs or college requirements that require this course. Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at <a href="http://www.uaa.alaska.edu/governance">www.uaa.alaska.edu/governance</a> .											
<i>Impacted Program/Course</i>		<i>Date of Coordination</i>		<i>Chair/Coordinator Contacted</i>							
1.											
2.											
3.											
Initiator Name (typed): _____ Initiator Signed Initials: _____ Date: _____											
13b. Coordination Email    Date: _____ submitted to Faculty Listserv: ( <a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a> )			13c. Coordination with Library Liaison    Date: _____								
14. General Education Requirement <input type="checkbox"/> Oral Communication <input type="checkbox"/> Written Communication <input type="checkbox"/> Quantitative Skills <input type="checkbox"/> Humanities <i>Mark appropriate box:</i> <input type="checkbox"/> Fine Arts <input type="checkbox"/> Social Sciences <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Integrative Capstone											
15. Course Description (suggested length 20 to 50 words)											
16a. Course Prerequisite(s) (list prefix and number or test code and score)			16b. Co-requisite(s) (concurrent enrollment required)								
16c. Other Restriction(s) <input type="checkbox"/> College <input type="checkbox"/> Major <input type="checkbox"/> Class <input type="checkbox"/> Level			16d. Registration Restriction(s) (non-codable)								
17. <input type="checkbox"/> Mark if course has fees			18. <input type="checkbox"/> Mark if course is a selected topic course								
19. Justification for Action											
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Approved _____ Date _____  <input type="checkbox"/> Disapproved _____ Date _____         </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Approved _____ Date _____  <input type="checkbox"/> Disapproved _____ Date _____         </td> </tr> <tr> <td style="border: none;">           Initiator (TYPE NAME)  <input type="checkbox"/> Approved _____ Date _____  <input type="checkbox"/> Disapproved Department Chair _____ Date _____         </td> <td style="border: none;"> <input type="checkbox"/> Approved _____ Date _____  <input type="checkbox"/> Disapproved Undergraduate/Graduate Academic Board Chair _____ Date _____         </td> </tr> <tr> <td style="border: none;"> <input type="checkbox"/> Approved _____ Date _____  <input type="checkbox"/> Disapproved College/School Curriculum Committee Chair _____ Date _____         </td> <td style="border: none;"> <input type="checkbox"/> Approved _____ Date _____  <input type="checkbox"/> Disapproved Provost or Designee _____ Date _____         </td> </tr> </table>						<input type="checkbox"/> Approved _____ Date _____ <input type="checkbox"/> Disapproved _____ Date _____	<input type="checkbox"/> Approved _____ Date _____ <input type="checkbox"/> Disapproved _____ Date _____	Initiator (TYPE NAME) <input type="checkbox"/> Approved _____ Date _____ <input type="checkbox"/> Disapproved Department Chair _____ Date _____	<input type="checkbox"/> Approved _____ Date _____ <input type="checkbox"/> Disapproved Undergraduate/Graduate Academic Board Chair _____ Date _____	<input type="checkbox"/> Approved _____ Date _____ <input type="checkbox"/> Disapproved College/School Curriculum Committee Chair _____ Date _____	<input type="checkbox"/> Approved _____ Date _____ <input type="checkbox"/> Disapproved Provost or Designee _____ Date _____
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<input type="checkbox"/> Approved _____ Date _____ <input type="checkbox"/> Disapproved College/School Curriculum Committee Chair _____ Date _____	<input type="checkbox"/> Approved _____ Date _____ <input type="checkbox"/> Disapproved Provost or Designee _____ Date _____										



\*Consult with Academic Affairs for determining whether proposed changes meet the criteria for major program changes.

\*\*Requires 60-day advance notice to have items placed on the agenda