

CURRICULAR POLICIES AND PROCEDURES HANDBOOK

Colorado State University
Office of the Provost
University Curriculum Committee – Faculty Council

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UNIVERSITY CURRICULUM COMMITTEE - MEMBERSHIP AND FUNCTION
(Last revised October 2007)

The University Curriculum Committee (UCC) of the Faculty Council (FC) is charged with the responsibility for overall review and control of the curriculum. The following is taken from the *Colorado State University Academic Faculty and Administrative Professional Manual*, C.2.1.9.5.1., revised December 6, 2018.

The University Curriculum Committee shall consist of one (1) faculty representative from each college and the Libraries, the Chairperson of Faculty Council (*ex officio*), the Provost or his or her designee (*ex officio*), one (1) undergraduate student, one (1) graduate student,. The duties of this standing committee shall be:

- (1) To receive or initiate recommendations pertaining to each and every course and program offered for academic credit by any unit of the University.
- (2) To evaluate all proposals for new undergraduate courses and programs as well as changes in existing courses and programs for correlation with other departments before consideration and approval by the Faculty Council.
- (3) To evaluate all proposals for new graduate courses and programs as well as changes in existing courses and programs for correlation with other departments. Review of graduate programs is conducted after the Committee on Scholarship, Research, and Graduate Education has recommended approval prior to their submission to the Faculty Council for approval.
- (4) To develop necessary administrative procedures for informing interested colleges concerning courses under consideration.
- (5) To evaluate proposals for the establishment of new departments, and the change of academic name, change in college affiliation, dissolution, division, or merger of existing departments. (See Procedures for Programmatic and Organizational Change, p. 2.)
- (6) To recommend policies to the Faculty Council related to the operations of CSU Online which impact curricula.

The FC has final approval authority on courses and changes to courses, concentrations, options, minors, interdisciplinary studies programs, and changes to programs of study. New undergraduate majors and new graduate degree programs, after approval of the FC, must be approved by the Board of Governors and the Colorado Commission on Higher Education (CCHE) before they can be implemented and published in the *General Catalog*.

Meetings/Agendas

All UCC meetings are conducted in open forum; all interested parties are welcome to attend. The meeting schedule changes every semester, depending on members' schedules. The UCC will normally receive the agenda on Wednesday or Thursday prior to the meeting. The maximum length of time for items to be held as old business on the agenda for resolution of concerns will be three meetings.

Curriculum Challenge Procedures

When a new course or program is challenged at the UCC as being duplicative or overlapping existing ongoing programs, additional information is requested from the initiating unit.

Each college representative serving on the UCC has the responsibility to challenge courses and programs when it is determined that adequate communication has not taken place between departments. Concerned individuals and/or departments are to be brought together to resolve specific problems and issues.

All actions of the UCC are submitted to the FC for approval. FC members intending to raise questions regarding UCC recommended actions in the FC consent agenda should notify the Chairperson of the FC by noon of the day preceding the meeting so that appropriate individuals can be invited to the meeting. When questions involving curricular changes are raised at FC meetings and appropriate individuals are not available to respond, the Chairperson of the meeting will withdraw the item from consideration at that meeting and reschedule it as unfinished business at the next meeting.

If a challenge is not resolved, the item of issue may be returned to the UCC for additional study and consideration.

PROCEDURES FOR PROGRAMMATIC AND ORGANIZATIONAL CHANGE
(Colorado State University Academic Faculty and Administrative Professional Staff Manual,
Section C.2.2., revised June 21, 2011)

The creation of new programs of study (undergraduate majors and minors and graduate degrees and interdisciplinary studies programs), departments, colleges, and Special Academic Units; the change of college or academic unit affiliation of programs of study and departments; and the change of academic name, dissolution, division, or merger of existing programs of study, departments, colleges, and Special Academic Units shall follow the following procedures:

- a. A proposal to make a programmatic or organizational change may be initiated by any faculty member or University unit.
- b. Proposed changes shall be considered by the appropriate departments, colleges, and Special Academic Units with student input.
- c. Following recommendations by the appropriate departments, colleges, and Special Academic Units, and recommendations by the Committee on Scholarship, Research, and Graduate Education, if appropriate, proposed changes shall be considered by the University Curriculum Committee.
- d. Following recommendations by the University Curriculum Committee, and concurrence by the Faculty Governance Committee and the Committee on Strategic and Financial Planning, if appropriate, proposed changes shall be reported by the Executive Committee to the Faculty Council for consideration.
- e. Following approval by Faculty Council, proposed changes that require action by the Board of Governors shall be reported through the Provost and the President to the Board.

COURSE APPROVAL PROCEDURES *(Last revised October 2007)*

1. All courses (including nontraditional/extended studies courses such as online courses, telecourses, and correspondence courses) must go through the full curriculum approval process. This includes the review and approval of certificate programs which are comprised of extended studies courses, and which are offered by Colorado State University through CSU Online.
2. Courses that are currently taught as only on-campus courses may be submitted for approval to be taught as an online course, telecourse, or correspondence course and vice versa. Departments need to submit course materials for both formats, indicate the methods used for evaluating the students, and the means used to communicate with the students. In addition, a memo must be submitted with the course materials from the department chair/head (with a notation of review from the college curriculum committee chair) which states that the two courses are comparable and how they are comparable, e.g., list of common goals, objectives, texts.
3. When courses are approved by the UCC and FC, that authorization applies **only** to the mode of delivery stipulated when the course proposal was originally approved. Therefore, previously approved courses must go through the full curriculum approval process **if** they are to be offered in a different mode of delivery from the one stipulated when the course was initially approved. (For example, if the course contact hours are fewer than those stipulated by the CCHE or if the distribution of those formats changes, then the course must be reapproved.). If a course has been approved as a nontraditional course and/or approved as part of the AUCC curriculum and the department wants to make major changes to the course, then all appropriate forms need to be sent to UCC for approval.
4. If the course content is basically the same, the same course number may be used for all modes of delivery. However, if the course content is significantly different, a new number must be assigned the course which has a different mode of delivery than was originally approved.
5. Experimental courses (which may be offered for only two terms before being considered for conversion to permanent courses) are appropriate vehicles for pretesting new courses. (See Experimental Courses, p. 17.)
6. All advertisements, brochures, and publications about any courses must go through the existing approval process (see Appendix A) before being issued.

NEW COURSE REQUEST-TRADITIONAL AND NONTRADITIONAL (Last revised October 2007)

1. **NUMBER** (includes alpha subject code and number; and symbols and subtopics if appropriate)

a. **Subject Code**

The subject code is determined by the department and approved by the UCC. A subject code may be up to four characters and should be as closely related to the department or subject matter as possible. More than one subject code may be associated with courses in a department.

Requests for **new subject codes** (i.e., a new series of courses for which there is no existing subject code) or **change of an existing subject code** should be submitted on the course request form through the usual curricular channels to the UCC. The request must indicate the proposed subject code, and the course work symbolized by the subject code (e.g., ANTH is to be used for anthropology courses), with a justification for requesting the new subject code or the change. An indication of departmental faculty support for the request should be included in the justification section.

If only selected courses within a current subject code listing are to be changed to a new subject code, the procedure for the request is the same, but an attachment to the form should list those courses that will carry the new subject code. The ARIES system will not allow subject codes to be reused.

Serious consideration of any request to change a subject code is imperative, because the mechanics of doing so are very time consuming and complicated. (This procedure includes ending the current courses, complete reentering of the courses with their new subject code into ARIES, and making appropriate changes to prerequisite courses carrying the old subject code.)

Inter-University and intra-college course subject codes are approved subject codes not associated with a specific department. All colleges should be notified of a proposed inter-University subject code before the request is forwarded to the UCC for approval. New courses or changes to existing courses with these subject codes must be approved by the Approval Channel listed below before being submitted to the UCC for consideration.

Approved Inter-University Course Subject Codes		Approval Channel
AS	Aerospace Studies	Provost/Senior Vice President
BIO	Biological Science	Natural Sciences Curriculum Committee
BTEC	Biotechnology	Veterinary Medicine and Biomedical Sciences Curriculum Committee
CM	Cell and Molecular Biology	Provost/Senior Vice President
ECOL	Ecology	Natural Resources and Natural Sciences Curriculum Committees
GRAD	Graduate School	Committee on Scholarship, Research, and Graduate Education
HONR	Honors	Provost/Senior Vice President
IE	International Education	Provost/Senior Vice President
IU	Intra-University	Provost/Senior Vice President
KEY	Key Academic Community	Provost/Senior Vice President
LI	Library Information	University Libraries
LIFE	Life Sciences	Natural Sciences Curriculum Committee
MLSC	Military Science	Provost/Senior Vice President
NB	Neurobiology	Provost/Senior Vice President
SA	Study Abroad	Provost/Senior Vice President
WS	Women's Studies	Provost/Senior Vice President

Approved Intra-college Course Subject Codes

AGRI	Agriculture	Agricultural Sciences
AHS	Applied Human Sciences	Applied Human Sciences
AMST	American Studies	Liberal Arts
BIOM	Biomedical Engineering	Engineering
BTEC	Biotechnology	Veterinary Medicine and Biomedical Sciences
BUS	Business, General	Business
EGSC	Engineering Science	Engineering
ENGR	Engineering	Engineering
ETST	Ethnic Studies	Liberal Arts
FACS	Family and Consumer Sciences	Applied Human Sciences
INST	International Studies	Liberal Arts
LB	Liberal Arts	Liberal Arts
NR	Natural Resources	Natural Resources
NSCI	Natural Sciences	Natural Sciences
VM	Veterinary Medicine	Veterinary Medicine and Biomedical Sciences

b. Number

The course number consists of two elements: the first digit, which indicates the course level, and the next two digits, which **may** indicate a particular departmental series or one of the reserve-numbered series defined on the following pages. (A third element is subtopic letters, if desired; see #6, Description, for an explanation.)

When a course is dropped, that course number may not be reused. The ARIES system does not allow reuse of course numbers.

Departments using a numeric designation for a series of courses (I, II) may do so only if the content of each course is sequential, i.e., where I is a prerequisite for II.

If a course is dual-listed (see p. 21), both subject codes and numbers must be included on the first line, e.g., ETST 252/HIST 252.

c. Course Level

100-299	Courses PRIMARILY for freshman and sophomore students.
300-499	Courses PRIMARILY for junior and senior students. Acceptable for graduate credit for students holding a bachelor's degree when approved by the students' graduate committee. (300-level is primarily for juniors and 400-level is primarily for seniors.)
500-599	Courses PRIMARILY for students enrolled in a master's degree program or equivalent. Qualified junior and senior students may enroll.
600-699	Courses PRIMARILY for students enrolled in master's level programs or equivalents. Undergraduate students MAY NOT ENROLL TO SATISFY UNDERGRADUATE DEGREE REQUIREMENTS.
700-799	Courses PRIMARILY for students enrolled in Ph.D. level programs or equivalents and professional veterinary medicine courses. Undergraduate students MAY NOT ENROLL.

A department that does not have an approved Ph.D. program should have **no** courses at the 700-799 level unless those courses are to primarily serve Ph.D. students from other departments. Also, a department that does not have an approved master's level program should have **no** courses above the 499 level, except to serve master's students from other departments.

d. **Courses Taught at More Than One Level**

All courses must be taught as approved by the curriculum process and must meet the goals, objectives, and requirements stated. Normally each regular undergraduate or graduate course is approved to be taught separately from any other regular course. However, if courses are approved to be scheduled simultaneously, credit cannot be awarded for more than one of these courses.

A **dual-listed course** is one offered at one level and is dual-listed by two or more departments. The primary intent is to have faculty from the two or more departments participate in the instruction. Credit can only be earned via one departmental listing. (See p. 21.)

A **multi-level course** is jointly offered at two levels. Colleges and departments are discouraged from proposing multi-level courses. To maintain high academic standards of instruction, multi-level courses should not be proposed unless a compelling reason exists for students at different academic levels to be enrolled together and earn academic credit via different course numbers. Proposed multi-level courses must provide a clear distinction of student requirements at each level. Credit is awarded at only one level and students cannot transfer between levels as the course progresses.

e. **Reserved Numbers**

The following numbers have been reserved to meet specific needs within the University.

-80 and -81	EXPERIMENTAL (see Experimental Courses, p. 17)
-82 and --83	STUDY ABROAD (see Education Abroad Experiences/Programs, pp. 23-26)
-84	SUPERVISED COLLEGE TEACHING (see Student Assistants in Instruction, p. 27)
-85	STUDENT TEACHING – For students seeking certification who have completed appropriate departmental prerequisites. Under the supervision of faculty, but generally in an off-campus location in a public school.
-86	PRACTICUMS (see Field Placement Courses, p. 18)
-87	INTERNSHIPS – Supervised work experience in an approved location. (see Field Placement Courses, p. 18)
-88	AFFILIATIONS OR FIELD PLACEMENT – Require association and/or service with a professional organization necessary for the completion of a degree. (see Field Placement Courses, p. 18)
-89	UNIQUE TITLE (see Unique Title Courses, p. 27)
-90 and -91	WORKSHOPS – A supervised group concentrating on a specified subject and for a specified period.

-92 and -93	SEMINARS – Designated to allow students to engage in a course of study under the guidance of faculty who meet regularly with them for reports and discussions. Content varies. All seminars carrying specific credits should be listed as other courses rather than as lecture courses. The University recognizes two types of seminars at the graduate level. “Open” seminars (-92 and -93) are not content specific and may not address similar material from term to term. They may be organized around the ongoing research of those enrolled, current research of appropriate faculty members, presentations by visiting scholars, reviews of the latest developments in the disciplines, or other targets of intellectual opportunity. “Topical” seminars (non-reserved numbers) are advanced study experiences which deal with established content areas of the disciplines which are subject specific.
-94 and -95	INDEPENDENT STUDY (Special Studies) – Student investigates an area of special interest under the direction and supervision of faculty. (see Independent Study, p. 20)
-96 and -97	GROUP STUDY (Special Studies) – A group of students working together under the direction and supervision of faculty who investigate an area of special interest. (see Group Study, p. 18)
-98	RESEARCH – Requires a paper and may carry either fixed or variable credit.
-99	THESIS OR DISSERTATION – Research for the thesis or dissertation. Offered for variable credit.

f. **Instructional Type**

In addition to the definitions outlined above, Colorado State University complies with the definitions of Type A and B instructional activities which have been established by the Colorado Commission on Higher Education (see Appendix B).

2. **TITLE**

Course titles should give a clear indication of the course content, but must be limited to a **maximum of 45 characters and spaces**. Because of limitations on the student’s record (transcript), the Subtopic Title field should be completed to be certain the title can be abbreviated to 30 spaces without substantial distortion.

Courses using a reserved number will use the designation for the number in the title, e.g., AA 495, Independent Study. (An additional descriptor may also be used, e.g., Independent Study in Astrophysics, as long as it does not exceed the length limitation.)

The following phrases in a title should be avoided:

Introduction to **or** Fundamentals of (course level should be used as an indicator)

Topics in Advanced Study of (either course level or the use of I, II accomplishes this without wasting characters)

3. **TERM**

Indicate F (fall), S (spring), and/or SS (summer) as appropriate for the term(s) the course will normally be offered. Although these terms are shown in the *General Catalog*, no assurance is given that a course will be offered in complete accordance with the catalog listing. Students are advised to consult the official, applicable class schedule for a listing of courses to be offered in a given term. However, it is in the students’ and departments’ best interest to be as accurate with this listing as possible.

If a course is being offered for a different term on a one-time basis, contact Classroom Scheduling rather than submit a request to change the term. If it is anticipated that a course will always be offered during a different term(s) than the present listing in the catalog, a request to change the term should be submitted.

For courses offered on an alternate year basis, indicate the term and whether the course will be offered in odd or even years [Example: F (odd)]. Indicate the first term the course is to be offered on line 7 of the course request. Unless an alternate year pertains to **all** terms the course is to be offered, a course should not be designated as an alternate year course.

4. CREDIT

Course credit is determined by the amount of classroom time required to cover the subject matter contained in a course.

A course **clock hour** is the amount of contact time a student is expected to spend with faculty to receive credit for a course.

Course credits may be divided into lecture or laboratory or discussion/recitation or any combination thereof. Total credits for a course must be divided into the appropriate instructional type(s) and contact hours. They will be displayed in the catalog and schedule of classes. **A COURSE MUST BE TAUGHT AS IT HAS BEEN APPROVED.**

Zero credit and partial credit (1/2 or other fractional credit) courses are unacceptable.

Standard (Fixed Credit) Courses

One hour (50 minutes) of lecture or discussion/recitation per week for 16 weeks (or 16 clock hours) equals 1 credit.

Two hours (100 minutes) of laboratory per week for 16 weeks **when outside preparation is required** equal 1 credit.

Three hours (150 minutes) of laboratory per week for 16 weeks **when no outside preparation is required** equal 1 credit.

The distribution of credit for lecture-laboratory-discussion/recitation class periods per semester is as follows:

In the example 04(2-2-1), the figure in front of the parentheses indicates the number of credits assigned to this class. Inside the parentheses, the first figure indicates the number of clock hours spent in lectures each week, the second figure indicates the number of clock hours spent in laboratory each week, and the third figure indicates the number of clock hours spent in discussion or recitation each week.

The following are examples of credit and clock hour distributions as they would appear on the course request form:

Lecture Only [03(3-0-0)]

	Lect.	Lab.	Other	Total
<u>Credit Dist.</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
<u>Clock Hour Distribution</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>

Laboratory Only [01(0-2-0)]

	Lect.	Lab.	Other	Total
<u>Credit Dist.</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Clock Hour				
<u>Distribution</u>	<u>0</u>	<u>2 (or 3)</u>	<u>0</u>	<u>2 (or 3)</u>

Discussion/Recitation Only¹ [01(0-0-1)]

	Lect.	Lab.	Other	Total
<u>Credit Dist.</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
Clock Hour				
<u>Distribution</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>

Lecture and Laboratory [04(2-4-0)]

	Lect.	Lab.	Other	Total
<u>Credit Dist.</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>4</u>
Clock Hour				
<u>Distribution</u>	<u>2</u>	<u>4 (or 6)</u>	<u>0</u>	<u>6 (or 8)</u>

Lecture and Discussion/Recitation [02(1-0-1)]

	Lect.	Lab.	Other	Total
<u>Credit Dist.</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>2</u>
Clock Hour				
<u>Distribution</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>2</u>

Laboratory and Discussion/Recitation [03(0-4-1)]

	Lect.	Lab.	Other	Total
<u>Credit Dist.</u>	<u>0</u>	<u>2</u>	<u>1</u>	<u>3</u>
Clock Hour				
<u>Distribution</u>	<u>0</u>	<u>4 (or 6)</u>	<u>1</u>	<u>5 (or 7)</u>

Lecture, Laboratory, and Discussion/Recitation [04(2-2-1)]

	Lect.	Lab.	Other	Total
<u>Credit Dist.</u>	<u>2</u>	<u>1</u>	<u>1</u>	<u>4</u>
Clock Hour				
<u>Distribution</u>	<u>2</u>	<u>2 (or 3)</u>	<u>1</u>	<u>5 (or 6)</u>

Students should expect to spend three hours per week outside the classroom for each credit in a course.

¹ Courses that are discussion/recitation only (no lecture or lab attached) will have a “seminar” schedule type in ARIES.

Special Courses

Practicum - 30 clock hours equal 1 credit.

Internship/Field Placement - 45 clock hours equal 1 credit.

Travel Courses - 40 clock hours equal 1 credit. (Maximum of 5 credits allowed per course with an additional 1 credit allowed for assignments before and/or after travel.)

Thesis/Dissertation/Research/Independent Study Graduate Courses - The number of student credit hours earned will be determined using a base rate of 48 hours of student effort per credit hour. The faculty adviser, or other department official, shall estimate the total number of hours of student effort required over the length of the semester. This effort shall include consultation with the adviser, as well as library, laboratory, field, or studio work. The total number of hours shall be divided by 48 and the resultant quotient (rounded off to a whole number) shall define the number of credits to be awarded.

Variable Credit Courses

Variable credit is indicated in two areas on the course request form:

- 1) Following the course number, where it should be shown as either Var. for those courses which have no minimum or maximum credit limitations, or as Var [#-#] for those courses having limitations (see below).
- 2) In item number 4, the line is checked for a variable credit course. Credit and clock hour distribution are left blank.

Any credit limitations on variable credit courses should be listed as follows:

Limitations per Term: Var [1-3]. The numbers in the brackets indicate that 1 is the minimum and 3 is the maximum number of credits which can be earned per term; no limitation on the number of credits which can be earned in that course is indicated. If no limitation is indicated, the default will be 1-18 credits.

Limitations per Course: If there is a limitation on the total number of credits which can be earned in a course, but no limitation per term, indicate this limitation in the prerequisite area. Example: Maximum of 6 credits allowed in course.

Limitations per Term and Course: Var [1-3]. (In prerequisite area:) Maximum of 8 credits allowed in course.

If a course has subtopics, credit limitations should indicate the number of credits per subtopic and/or for the course as a whole.

Variable credit courses may be scheduled for a set number of credits in a particular term or for a particular section of the course within a term. This is done through Classroom Scheduling.

5. PREREQUISITE

All stated prerequisites are enforced in ARIES for undergraduate students.

Most courses at the 300-400 level should have a prerequisite. Prerequisites are **required** for all courses numbered 500-799, except courses ending in the -84 to -99. Graduate courses normally should not have lower-division (100-200) courses as prerequisites.

Prerequisites should be courses or indications of prior academic performance. For exceptions, such as grades in courses or overall GPA, the UCC will consider the merits of the proposals on a case-by-case basis.

If two or more courses are listed as prerequisites and one of the courses is a prerequisite to another prerequisite, it should not be included (e.g., a course should not list both PH 121 and PH 122 as prerequisites since PH 121 is a prerequisite to PH 122).

Consent of an instructor for a student to attend a class is implied even though it is not listed as a course prerequisite. The statement “or written consent of instructor” following a list of course prerequisites is not allowed and will be removed by Curriculum and Catalog Unit during processing of the form. “Written consent of instructor” may be used when it is essential the student receive clearance from the instructor or department to take the course. The statement will require the instructor or department to do an override for the student to register.

All prerequisites may be considered to have been met if a student presents evidence of credit earned in equivalent courses or if knowledge equivalent to the prerequisites indicated is demonstrated. Therefore, it is not necessary to state “or equivalent” with a prerequisite. The statement will be removed during processing of the form.

Since all prerequisites are enforced, the use of “recommended” prerequisites is not acceptable. Course restrictions, such as “senior standing” or “major only” may be added in the prerequisite area to provide information to students. Restrictions are enforced through Classroom Scheduling and should be added to the class schedule draft.

6. DESCRIPTION

Course descriptions are limited to a maximum of 150 characters and spaces. They should be brief, concise, and free from unnecessary phrases and technical terminology, but should contain enough information to present an adequate concept of the subject matter covered.

Descriptions may, but need not be furnished for reserve-numbered courses. For the *General Catalog*, courses with subtopics do not require descriptions unless one general description can be given that covers all the subtopics. In ARIES subtopics are treated as separate courses, so departments may provide an individual description for each subtopic if they wish.

In series courses, the second course description should not be “continuation of XX ###.” Transfer students, in particular, need to know what portion of the course is covered in each sequence of the course.

Avoid the following words and phrases since they take up space without conveying specific information:

A	A survey course in	The application (development) of
An analysis of	A critical inquiry into	The objective of this course is
A course in	An advanced course in	A lecture course in
A study of	An introduction to	The

Abbreviations (unless recognized by the general population) should not be used in course descriptions. Symbols (i.e., “&” for “and”) are not allowed.

Course descriptions will be edited by Curriculum and Catalog Administration for clarity and/or space constraints.

Subtopics

Subtopics may be used in a variety of ways. Courses may be divided into subtopics when the content of a course is so diverse that a specific subdivision of the course is of value for display. This provides departments with the flexibility to reflect the specific course experience, i.e., title, on a student’s academic record (transcript). In addition, subtopics may also designate differences in credits, terms offered, prerequisites, course fees, or any combination of these.

Courses with subtopics are displayed in the class schedule each term as separate sections of the course with specific credits and time offered, i.e., each subtopic is treated as an individual course.

Departments are cautioned about changing or deleting subtopic letters. **When a subtopic letter is dropped, that letter may not be used again** because of limitations in the ARIES system.

7. EFFECTIVE DATE

Requests for new courses must be submitted and approved by UCC in time for inclusion in the class schedule prior to registration for the term involved. If the deadline is not met, approval will become effective with a subsequent term. "Deadlines for Curricular Changes" are approved at the last UCC meeting in the spring semester and posted on the Curriculum & Catalog website (<https://curriculum.colostate.edu/>).

8. REASON FOR REQUEST

The reason for the request should be a cogent, meaningful statement of justification or need, including the constituency for whom the course was designed, whether it is an elective or service course, if the addition of the course affects the manner in which another course in the department is being taught (i.e., change in credits or change to an alternate year listing), etc. It is not considered an appropriate reason that it allows an instructor to teach in his/her area of expertise. An indication of the anticipated enrollment could be helpful; the following are guidelines used for minimum enrollments in **sections** of courses:

Course Level	Lecture	Laboratory
100-200	15	10
300-400	10	8
500 and above	5	5

If the justification is not considered to be sufficiently explanatory, the course request may be returned to the originating department and approval of the course request may be delayed.

9. OVERLAPPING CONTENT/AFFECTED DEPARTMENTS

In a large university some overlap between units in the content of course offerings is inevitable. Some programs deal with the practical application of the content of a discipline while others are limited to theoretical or basic content. In other instances, the University may have more than one department with responsibilities across a broad academic discipline. Without some central coordination, unnecessary and costly duplication of efforts may result, which severely restricts the University's ability to perform its assigned mission.

A proposed course **must** be reviewed by all outside departments teaching related courses in which there could be **overlapping content** before being submitted to Curriculum and Catalog Administration for consideration by UCC. Prospective users of the course should also have an opportunity to review the proposed course. Signatures must be obtained from all individuals representing these units.

Any change to a current course which is a service course to other departments and majors **must** be reviewed by those departments and signatures obtained to indicate that they have had the opportunity to review the proposed changes.

All course requests pertaining to computers and computing should be reviewed by both the Department of Computer Information Systems in the College of Business and the Department of Computer Science in the College of Natural Sciences.

Failure to make the appropriate contacts will only delay processing of the course through the UCC.

10. REPLACED COURSE

When a new course is being requested and it replaces a current course or courses, indicate the current course number(s) and also initiate and submit a drop form(s) for the course(s) being replaced.

If the new course is being requested after being offered as an experimental course, indicate the experimental course number and term(s) offered on line 10 of the form.

11. GRADING

The grading available for each course is designated in the class schedule each term. Indicate the appropriate grading code as follows:

T – Traditional Grading (includes plus/minus grading)

O – Student Option - either Traditional **or** Pass/Fail Grading selected by the student at the time of registration

P – Satisfactory/Unsatisfactory (P/F) Grading Only

I – Instructor Option Grading (see below)

Pass/Fail Grading and Plus/Minus Grading (See the *General Catalog*, “About Grades” in the Advising and Registration section, for a detailed description.)

Instructor option grading allows the instructor to determine whether traditional or satisfactory/unsatisfactory grading is to be used for a course. In courses approved for instructor option grading, the type of grading (traditional or pass/fail) to be used for **all** students in the course during the term is to be indicated on the course syllabus.

Instructor option grading is limited, without special request, to the following courses:

Supervised College Teaching (-84)

Student Teaching (-85)

Practicums (-86)

Internships (-87)

Affiliations or Field Placement (-88)

Workshops (-90, -91)

Seminars (-92, -93)

Independent Study (-94, -95)

Group Study (-96, -97)

Research (-98)

Thesis or Dissertation (-99)

Veterinary Medicine – VM subject code courses

To request instructor option grading for a course type not listed above, a memo from the department head to the UCC should accompany the new course request through normal curricular channels, including the college curriculum committee. The memo should outline the reasons why instructor option is the best grading option for the course.

12. REQUIRED COURSE ELEMENTS

Outlines **are required** of all new courses **except** reserve-numbered courses ending in 84-99. They should be at least one page, but typically not exceed two pages, and should include a weekly schedule of all major topics and subtopics to be covered in the course; course learning objectives; proposed texts or source materials; and methods of evaluation. Those courses that have a laboratory should also include an outline for that portion of the course. It is suggested that the University Library be provided with any supplementary bibliographies after the course has been approved. Typically, a course syllabus may include more detailed information, but does not need to be submitted with the course request.

The outline/syllabus for nontraditional courses should include a listing of anticipated course media, e.g., videotape, student study guide, software, text, etc.

CHANNELS FOR COURSE AND CURRICULAR APPROVAL *(Last revised October 2007)*

Complete departmental autonomy is unrealistic in a large, multipurpose university that operates within imposed fiscal constraints and also is held accountable to the state for high levels of educational efficiency and effectiveness. Therefore, final responsibility for curriculum development cannot be left to individual professors or departments.

New course and program proposals including majors, concentrations, options, and minors or major modifications in any of these are initiated in the department or college and reviewed by the academic dean for the purpose of establishing whether resources are available to support the request.

Proposals for all new degrees or new concentrations/specializations, minors, or interdisciplinary studies programs requiring new resources are to be submitted to either the Vice Provost for Undergraduate Affairs or Vice Provost for Graduate Affairs for possible transmittal to the Council of Deans for approval. (See "New Program Planning Proposal" at <https://provost.colostate.edu/faculty-administrative-professionals/>) Multiple changes within a department that impact both courses and curricula should be accompanied by a memo from the department head/chair which provides an overview of these changes.

New programs or changes to programs must be accompanied by all new course requests or course changes that are included in the program. Failure to include all applicable requests will delay consideration by the UCC

All proposals move through the college curriculum committee to the UCC and to the FC for action. Graduate programs, however, must first be approved by the Committee on Scholarship, Research, and Graduate Education (CoSRGE) before being considered by the UCC. College deans' offices should send graduate program requests to Curriculum and Catalog Administration. After processing the forms will be forwarded to CoSRGE for review and approval.

After approval by the college curriculum committee and the college dean, the **original signed copy** of the request and an outline (if appropriate) should be forwarded to Curriculum and Catalog Administration, where copies of the request will be prepared for the UCC. Failure to obtain appropriate signatures will mean return of the request to the department and delay processing.

Interdisciplinary studies programs that can be identified as involving two or more specific colleges must have simultaneous review by **all** appropriate college curriculum committees before forwarding the new request or major change to the UCC. Those programs that are truly interdisciplinary, i.e., those with course work that cannot be identified with a particular college or colleges, will be forwarded directly to the Office of the Provost/Senior Vice President for review before being sent to the UCC.

MAJOR CHANGE IN COURSE REQUEST *(Last revised October 2007)*

See New Course Request (pp. 4-14) for general guidelines on each item.

A. DEFINITIONS

Major changes are defined as follows:

1. Adding subtopics to or deleting subtopics from an existing course (*A course outline is required for new subtopics except on reserve-numbered courses.)
2. Changing course level, i.e., raising 100/200 to 300/400 or 300/400 to 500/600 or 500/600 to 700, or lowering of any of these levels (*A course outline is required.)
3. Changing credits (*A course outline is required.):
 - a. Increase of one (1) or more credits or decrease of two (2) or more credits
 - b. Change from fixed to variable credit or from variable to fixed credit.
4. Subject code change (including subject code changes for existing courses that are being dual-listed with a newly created course).
5. Course description (if the new description reflects a significant change in content)
6. Course drop (If the course being dropped is a prerequisite to another course or courses, a minor change will need to be initiated to replace the prerequisite. Curriculum and Catalog Administration can provide the numbers of those courses which would be affected by a course drop.)
7. Change in grading option from instructor or student option to traditional or from traditional to instructor or student option.

*Some college curriculum committees may require that **both** the old and new outlines be submitted for review, although the UCC does not require the old outline at this time.

Periodic Course Review

The UCC conducts a periodic review of all current courses (except for reserved-number courses) to determine which ones have not been taught during the past three-year period. Departments are asked for a written justification for those that are to be retained. The UCC then acts to either retain or drop the courses under review. No forms are required from the department if the UCC decides to drop courses because of the three-year list.

B. CHANNELS FOR APPROVAL

After approval by the college curriculum committee and the college dean, the **original signed copy** of the request and outline (if appropriate) should be forwarded to Curriculum and Catalog Administration, where the request is processed for the UCC. Failure to obtain appropriate signatures will mean return of the request to the department and delay processing.

C. SUBSTANTIVE CHANGES

Course changes that include a substantive change in title, adding or dropping three or more credits, or changes in description that indicate a substantive change in course content should be processed as both a New Course Request **and** as a Course Drop.

Course changes that include **three or more minor changes will be processed as a major change**, e.g., will be considered by the UCC.

MINOR CHANGE IN COURSE REQUEST *(Last revised October 2007)*

See New Course Request (pp. 4-14) for general guidelines on each item.

A. DEFINITIONS

Minor changes are defined as follows:

1. All nonmajor changes in course number, e.g., 100- to 200-level or different number within the same level.
2. Title changes which do not reflect a substantive change in content.
3. Changing the term(s) and/or alternate year the course is to be offered.
4. Decreasing credits by one (1).
5. Changes in clock hour distribution which do not affect the total number of credits.
6. Adding, dropping, or changing prerequisites.
7. Changing the course description. (Changes in description which reflect a significant change in content should be treated as a major change.)

Course changes which include three or more minor changes will be processed as a major change.

B. CHANNELS FOR APPROVAL

After approval by the college curriculum committee and the college dean, the **original signed copy** of the request should be forwarded to Curriculum and Catalog Administration, where the request will be processed. Failure to obtain appropriate signatures will mean the return of the request to the department and delay processing.

C. CHALLENGE PROCEDURES

Any college or department may challenge a minor change within 10 working days after the list is distributed by sending a memo to Curriculum and Catalog Administration, stating the reason for the challenge. Challenged courses or program changes will be removed from the minor change list and sent directly to the UCC for deliberation. Resolution of the challenge will be noted in the UCC minutes.

MISCELLANEOUS COURSE POLICIES

EXPERIMENTAL COURSES *(Last revised October 2007)*

Experimental course numbers 180 and 181, 280 and 281, 380 and 381, 480 and 481, 580 and 581, 680 and 681, and 780 and 781 are available to all departments as a means of presenting new instructional formats and topics of special interest on an experimental basis. It is recommended that any proposed new course be offered as an experimental course prior to a request for a permanent course.

Each course may be delivered two terms without submission of an additional request form. This privilege does not preclude a request to offer a different experimental course with a different number (even at the same level) during the second semester. A new request form must be submitted if the number, title, and/or credits change between the first and second offerings.

After a course has been taught twice on an experimental basis, **a new course request** (not a major change in course) may be submitted for approval through the regular curricular channels. Any requests to offer a course more than twice as an experimental number must be submitted to the UCC via memo from the department chair/head with signatures from the college curriculum committee chair and Dean's Office. Courses with experimental numbers may not be used to meet requirements in programs of study.

The request to offer an experimental course must be submitted through the following channels for approval: department head/chairperson, college curriculum committee chairperson (for notation and signature only), college dean, and Curriculum and Catalog Administration, where it will be checked in detail, any exceptions noted, and forwarded to the Vice Provost for Undergraduate Affairs for final action. The course is then put on ARIES and the department and Classroom Scheduling are notified of its availability to put the course in the class schedule. The timeframe for processing once an experimental course request is received until it is entered into ARIES is usually 48 to 72 hours.

Experimental courses may be taught by departments only after students' requests for regular courses offered by the department are met.

A request to offer an experimental course as a dual-listing must have the signatures of both department heads and college deans concerned.

Outlines are required for all experimental courses and should list all major topics and subtopics to be covered in the course. They should be at least one page but typically not exceed two pages, and should include objectives, proposed texts or source materials, and methods of evaluation. Courses taught as an online course, telecourse, or as a correspondence course must also be accompanied by a listing of anticipated course media, i.e., videotape, student study guide, software, text.

Until a course request has been received in the Curriculum & Catalog Unit, checked in detail, and forwarded to and approved by the Vice Provost for Undergraduate Studies, the course cannot be advertised or listed in the class schedule for a given term.

A department **must** request signature(s) of departments having the possibility of overlapping content before submitting a request. Failure to obtain the signature(s) mean a return of the request to the department and cause a significant delay in the approval process.

FIELD PLACEMENT COURSES *(Last revised October 2007)*

The University recognizes that field experiences of all kinds, whether described as affiliations, practicums, internships, or student teaching, are designed to benefit the student. The experiences are regarded as an extension of the more formal classroom instruction and are designed to broaden student horizons, to provide practical bases for theoretical work, to make realistic contact with practicing professionals in the field, and/or to enhance opportunities for job placement at the completion of a training program. Control and supervision of all such programs of field experience shall be exercised by the appropriate department of the University.

It is intended that field experiences provided for students shall meet the same standards of rigor and quality required in regular campus-based instruction.

Guidelines

- A. Each department offering internships, practicums, affiliations, field placement, or student teaching must have prepared a handbook for each course.
- B. All types of required field experience shall be offered only on a credit basis.
- C. All credit generated through field experiences shall be accepted toward degree and major requirements by the department offering the program.
- D. The department and the University accept responsibility for the supervision and evaluation of students during a field experience. This function may be shared with agency personnel but the final responsibility for supervision and evaluation rests with the University.
- E. The department sponsoring the field experience shall designate a member of the faculty as the instructor for each student placed in a field assignment.
- F. Prior to placement, each student shall be counseled about the expectations of the field experience and shall be given detailed and written instructions relating to the objectives to be met during the period of field experience.
- G. The program of study and/or training shall be mutually agreed upon by representatives of the University and the sponsoring agency prior to placement of the student. The sponsoring agency must agree to provide responsible and reasonable local supervision of students assigned.
- H. Where possible, a requirement shall be included that class attendance on at least a weekly basis be regularly scheduled to provide for interaction between instructor and student.
- I. Where a field experience is required for graduation, the specific experiences are to be identified in the program of study (major).
- J. Maximum credit allowed for field experience is one credit per week for 40 hours work.

GROUP STUDY *(Last revised October 2007)*

Group study courses (reserved numbers -96 and -97) are intended to serve two or more students working together under the direction and supervision of faculty to investigate an area of special interest in an academic subject. Group study courses should be offered only in circumstances that render impossible the observance of the normal procedures prescribed for curricular approval. That is, they should not be used to circumvent procedures required for experimental and regular courses in those cases where these courses are more appropriate. In those cases where the subject of the proposed course overlaps the subject matter in other departments or disciplines, the department proposing the course should inform the other department(s) affected.

Written proposals for group study courses shall be developed by the academic department responsible for offering the instruction and shall be kept on record in the department for at least seven years. Proposals for group study courses should meet the following expectations:

- A. The subject to be investigated and the modes of inquiry must qualify as academic in nature.
- B. The course shall allow student investigation of subjects not otherwise represented among regular curricular offerings in the University for which the students are eligible and which they could take.
- C. The proposal shall provide an agenda for work to be accomplished or a course syllabus and shall include a clear statement of procedures for evaluation of student performance.
- D. Credit to be awarded for the course shall reflect the work to be done and the number of hours needed to complete that work.

HONORS COURSES *(Last revised October 2007)*

Honors Option

Some classes at Colorado State can be taken for honors credit providing the following provisions are met:

- A. The course instructor has the interest and the time to offer the honors option for the course. This is indicated by listing courses available for honors option in the Honors Newsletter which is mailed to all eligible students (GPA of 3.250 or above) prior to registration each semester. The honors option is an instructor-initiated program (as are most honors sections of regular courses); students may not demand the honors option for a course. The program is a vehicle for those instructors who are already interested in the concept and believe they can fit the program into their schedules.
- B. The instructor has filed with the University Honors Program a written record (approved by the department chairperson and the Honors Director) of the extra work (above and beyond normal class requirements) necessary for honors credit. The latitude available for honors option requirements is broad and primarily the responsibility of the instructor. The University Honors Program will not approve requests which include certain activities such as assisting with course grading.
- C. The student desiring honors credit is enrolled in and attends a regular section of the course while completing additional work designated by the instructor.
- D. The student desiring honors credit is enrolled in the University Honors Program and has demonstrated interest in and progress toward graduation with University Honors. At present 24 honors credits and a 3.500 GPA are required for graduation with University Honors. Accumulation of honors credits and a 3.500 GPA is regarded as evidence of a student's interest in University Honors.
- E. The student desiring honors credit has received permission from the instructor to take the class for honors credit. Even if a course is approved for honors option, final approval for a given student rests with the instructor. If the instructor believes, for example, that the academic background of a particular student is not adequate, the instructor may deny honors credit for that student.
- F. The student understands that the grade received will be listed as honors credit regardless of the grade.

Honors Colloquia

Topics which are offered under HONR 197 and HONR 397, General Honors Colloquia, on a regular basis (every semester, every year, or every other year) will be reviewed by the Faculty Honors Council and the UCC. They will then be referred, if necessary, for approval to the appropriate college curriculum committee and the UCC. Topics

offered on a one-time basis will be approved by the Faculty Honors Council and the UCC. A form is available from the University Honors Program or Curriculum and Catalog Administration to request approval of these topics.

INDEPENDENT STUDY *(Last revised October 2007)*

Guidelines

- A. That each department have a written policy on independent study.
- B. That said policy address the philosophy and purpose of independent study.
- C. That the policy designate and limit: 1) the maximum number of independent study credits allowed toward the satisfaction of degree or certification requirements; 2) the number of independent studies credits allowed within the major; 3) the total number of independent studies a student may take per term within the department; 4) the total number of independent studies credits that may be taken in other departments as part of the allowable electives; and 5) qualifications for entry into independent study.
- D. That the policy designate approved grading options for independent study.
- E. That each department maintain a procedure for instructor and department head approval of independent study, and this procedure include a required, written statement of the objectives, goals, and tasks entailed in the study, or require a written report at the termination of the study.

Independent study is a type of learning that supplements regular, supervised classroom instruction by permitting the student to carry such learning even further, working independently under necessary and sufficient guidance of a supervising instructor. While details of each independent study project are negotiated by the student and instructor, the expectation is that at least three hours per week of directed effort on the student's part is required for each credit. Personal contact (face-to-face, via telephone or Internet, or by other forms of communication) is expected.

When a student registers for an independent study (-94, -95) course, the instructor and the student shall specify in writing the requirements the student shall fulfill to complete the course, including due date, contact expectations, number of credits, and other pertinent information. Instructor, student, and department head shall sign this statement, and each shall retain a copy. Upon completion of the project, a copy or description of the work involved shall be retained in the department for at least seven years.

INTERNATIONAL EDUCATION (IE) COURSES *(Last revised October 2007)*

University-wide courses in the field of international education are administered by the Office of International Programs. The Director of this Office serves as department head and the Vice Provost for Undergraduate Affairs serves as dean in the preparation of new course or course revision requests.

All requests will be reviewed and approved through the following curricular channels: Advisory Committee of the Office of International Programs, Director of International Programs, college curriculum committee to which the course content is most closely related, UCC, and FC.

The Vice Provost for Undergraduate Affairs must approve courses not governed within a regular college structure as in the case of interdisciplinary programming spanning several colleges.

Guidelines

- A. Elaboration or complementarity with existing courses is permitted. However, evidence of coordination with concerned faculty and departments is required.
- B. Approach to handling the subject matter must be interdisciplinary.

- C. Course must be international in scope.
- D. Course outlines must be submitted to request the use of the IE subject code.
- E. Requests must be accompanied by evidence of adequate funding.

Student credit hours generated from IE courses will be allocated to the home department of the instructors involved if the course is financed by a department or to the “general University” category if the course is funded by the Office of International Programs.

DUAL-LISTED COURSES (*Last revised October 2007*)

The FC has endorsed the concept of dual listing courses. A dual listing of courses is not encouraged but is, in principle, possible if requests are considered individually by the UCC. The following guidelines must be followed by departments requesting approval for listing courses jointly with another department:

- A. Course content is the foremost consideration in dual-listing. Content is to be interdisciplinary between those departments requesting the dual listing. An interdisciplinary subject code, if available or appropriate, is preferred to a dual listing.
- B. The departments involved must agree to the dual-listing and submit **concurrent** course requests and outlines through regular channels.
- C. Dual-listed courses are numbered at the same level and use, if at all possible, the same number for all subject codes.
- D. Dual-listed courses are team taught by the departments listing the courses, or are taught by a faculty member on a joint appointment between departments, or are taught on an exchange basis between departments, or are taught through the cooperation of both departments relative to facilities and personnel, or if certification or licensing requirements necessitate separate course designers.
- E. **The course must be available for registration under all of the approved subject codes when offered.**
- F. The lecture portion of the course must be taught in the same room at the same time by the same instructor or instructors.
- G. Duplicate credit will not be allowed for dual-listed courses. (This policy should be reflected on the course request forms by the addition of the following statement in the ‘Other Registration Information and Explanation’ field on the CIM form: Credit not allowed for both XXXX ### and XXXX ###.)
- H. The same grading option must be used in both courses.

Triple-listing courses is strongly discouraged. It is suggested that an intra-college or inter-University subject code be used (or proposed if one is not available).

NOTE: **Any change** to dual-listed courses (including discontinuation of the dual listing) must be submitted in CIM on **one** course proposal that will be reviewed by both department and college curriculum committees.

NONTRADITIONAL COURSES *(Last revised October 2007)*

A course may have one or two formats: traditional or nontraditional. It is the responsibility of the University to disclose the manner and method of course offering. To this end and to facilitate curriculum review, the following definition is provided:

Nontraditional courses deliver 33 percent or more of the primary/essential course content in OTHER THAN a face-to-face setting. The faculty member may direct student activities using a remote medium (e-mail, regular mail, threaded discussion) or may use a series of preplanned and monitored activities to direct the study (e.g., self-paced quizzes that must be passed before a student can advance to the next section). The course may take place within normal instructional semesters or they may be designated as open entry/open exit if they are offered through CSU Online.

Courses that DO NOT meet these criteria as defined should be proposed using the appropriate forms and instructions available elsewhere in the Curriculum Policies and Procedures Handbook. For courses offered in multiple formats, the nontraditional format must be approved through this mechanism.

The nontraditional delivery method should have no adverse outcome on the course quality or student learning outcomes relative to a traditional form of the same or similar course.

Developers are encouraged to consider the following when developing and submitting a nontraditional course. Some of these items must be specifically addressed in the material submitted for review, but all of these items may bear on the successful development of a nontraditional course.

1. How is the student experience comparable to a traditional course? How does the proposed course fit within other courses and curricula at CSU? Is this a new course or a modification of an existing course as a nontraditional offering?
2. How is the content to be delivered? RamCT? Other Web-based methodology? Combination of remote and on-campus activities? Video/DVD or audiotapes? Written materials? Combination of materials? How is the material apportioned among different delivery formats if multiple formats are used?
3. How does the proposed course provide on-going interaction between instructor and students? Traditional courses imply direct interaction in the context of a classroom/laboratory. How will this interaction be accomplished in the proposed course? Traditional courses assume 3 hours of student effort per week per credit for a 15-week semester. Be prepared to show the student effort distribution to complete this nontraditional course against this same standard of expectation.
4. How will the proposed course deal with student performance evaluation and assessment? How does the instructor deal with security concerns and identification issues during testing or assessment? (NOTE: Primary sources of information for these matters would be DCE and The Institute of Teaching and Learning (TILT).)
5. For whom is this course intended? Will the course be a part of an existing degree/certificate program or is it intended to be a stand-alone offering for a defined purpose/audience?
6. How will the intellectual property rights of the faculty member, department, and University, as well as those of authors whose materials will be used in this course, be preserved/protected in an offering that may be widely broadcast on the World Wide Web or some other new or evolving medium?

The UCC recommends that the offering department should plan regular review of content, internal pedagogy, delivery, and assessment. The evolution of nontraditional courses can be very rapid; thus this level of plasticity will likely mandate timely re-review of the course. Curriculum committees of offering departments and colleges are best positioned to recommend and conduct appropriate curricular review processes.

ORIENTATION COURSES *(Last revised October 2007)*

The following policy was approved by the UCC to provide a distinction between orientation activities and introductory courses.

Introductory courses are those that present to students an overview of a particular field of study, whether disciplinary or interdisciplinary. These introductory courses are clearly an introduction to the knowledge domain, techniques of professional practice, skills, or methods of acquiring knowledge unique to the field(s) in question.

In fields of study which are connected to specific professional careers, presentations of professional issues related to the specific field are a normal and integrated part of an introductory course for academic content. In some instances, learning assignments related to these issues may involve activities such as meeting certain members of a department or exploration of career options related to various specializations or subfields. The focus of these assignments, however, is to support and provide essential information for the learning of principles and concepts which are generalizable beyond the immediate experience, and the activities are ways to illustrate, define, and depict the more abstract academic principles and concepts in domains of knowledge. (For examples, refer to introductions to occupational therapy, social work, music therapy, civil engineering principles I, fundamentals of forestry).

On the other hand, activities which deal principally with professional and academic career orientation should not be offered for academic credit. In these instances, activities and experiences are not used to teach academic material. There are also resources available throughout the University through specialized career and academic counselors and through informal/advising contact with faculty.

General orientation topics for new students (examples: orientation to faculty, department; how to use University resources, e.g., the library; general administrative structure and philosophy of the University; life on campus as a student) should only be part of an academic course as accessory content and reflected in the course content in relationship to and supportive of the primary knowledge and skill content taught in the specific course.

The usefulness of orienting information especially for new students or students through special access programs is recognized. Orientation programs should be offered, wherever not in existence yet and when needed, through co-curricular programs to prepare for academic course work. They may be offered as volunteer or mandatory programs depending on the needs of the students.

EDUCATION ABROAD EXPERIENCES/PROGRAMS *(Last revised May 7, 2019)*

Objectives

International education is an important part of the mission of CSU. The University maintains programs to contribute to interpersonal, intercultural, and international understanding. Education Abroad at CSU encourages students to undertake study, research, internships, service learning, or other education opportunities outside the United States to broaden their perspectives and increase their awareness and understanding of other cultures and international issues. These learning opportunities are offered during the semester(s), summer, and university breaks to meet the academic needs and varied schedules of students, faculty, and staff. The benefits of education abroad experiences, considered a High Impact Practice (HIP), extend beyond personal growth, but contribute to a better-informed and civil society. A rich body of research connects the value of HIPs to students' academic growth and ability to graduate at higher rates. An education abroad creates added benefits to the curriculum offered on campus by improving and enhancing a student's academic experience through engaged learning in a host country - in and out of the classroom environment.

Definitions

Education Abroad Experience/Program – This refers to an individual course or set of courses that are taught abroad by CSU faculty or staff members or by a host institution. These can range from 1 week to 1 year abroad and can offer CSU credits or transfer credits. The term “Program” refers to the more comprehensive international experience, which includes courses, housing, engagement with the host culture, excursions, risk management, social

support, etc. Included in these experiences/programs are:

- **Direct Enrollment, Exchange, or other transfer credit courses/programs abroad** – This refers to a more traditional model of “study abroad”, which typically involves a short-term, semester, or year abroad at a host institution. Students receive transfer credits from the host institution or through a School of Record, which is evaluated for transfer credit equivalencies first by the Office of the Registrar and then, as needed, by the academic department prior to departure. This is also the part of a larger *Education Abroad Experience/Program*.
- **CSU Courses Offered Abroad** – These refer to CSU courses developed by departments and vetted through all curriculum committee levels, which are taught by CSU faculty or qualified staff. These courses are integrated into a larger *Education Abroad Experience/Program*. Most of the following guidelines refer to the approval process for offering CSU courses abroad.

GUIDELINES AND PROCEDURES FOR CSU COURSES OFFERED ABROAD

The following guidelines and procedures aid College Curriculum Committees and the UCC in reviewing the requests for CSU courses offered abroad.

Initial Considerations for all Education Abroad

Any CSU course which involves travel to another country for more than one student participating in the same set of experiences is a study abroad course. **All** study abroad courses, both permanent and provisional, require approval by the Office of International Programs (OIP) for nonacademic aspects each time the course is offered.

Any CSU faculty or staff member may initiate an education abroad program by submitting the course and program overview to the Department, College, and OIP for approval. The nonacademic elements of the program, especially points related to risk management, must be reviewed by OIP before submission through the Curriculum Management System (CIM) for the educational merit of the CSU courses. Faculty members should explore how the acceptance of credits will apply toward a student’s degree requirements prior to departmental approval. The program leader must act in accordance with professional ethics and responsibilities as described in the [Academic Faculty and Administrative Professional Manual](#) of CSU.

Courses offered abroad for unique and individual cases (e.g. Practicum (-86), Internship (-87), Independent Study (-94 and -95), or Research (-98))

Please refer to the UCC Curricular Policies and Procedures Handbook. These courses would not be transcribed as “Study Abroad”. However, all students traveling abroad for academic reasons must register their travel with the OIP and will receive international insurance coverage as well as current health and safety information. All university employees should encourage students to visit the OIP to reduce potential risks and harm to students as well as liabilities for the institution and its employees.

The following procedures and guidelines have been adopted for requesting CSU courses offered abroad:

MECHANISM FOR COURSE OFFERING, ACCEPTANCE OF CREDITS, AND GRADES

Courses may be offered through CSU or the participating host institution. CSU courses that have been successfully offered for credit at least once may be resubmitted to UCC for permanent course consideration.

Students on Financial Aid

CSU students who are eligible for financial aid may receive it while participating in approved, credit-bearing education abroad programs. All students have the opportunity to apply for additional financial aid. Students should work with the Office of Financial Aid to confirm eligibility.

Course Evaluation

At the completion of an education abroad program, the OIP will solicit written evaluations from the participating students, program leader, and possibly the representatives of the host institution/program provider. These evaluations will be used in the development of future courses and experiences/programs and will be available for review by interested parties within the University.

Mechanism for Approval of CSU Courses Offered Abroad

- A. OIP shall not process student applications for any *Education Abroad Experience/Program* until all courses offered are approved by UCC. Education Abroad Experience/Programs (which is not a Program of Study) may be advertised prior to all courses being approved, but language should note that the course(s) is (are) still pending approval.
- B. Faculty members interested in proposing a new course(s) should consult with their department and OIP to gather the following support and documents:
 1. The OIP will initially review and approve the nonacademic aspects of the course and prepare a statement indicating which unit on campus at CSU will assume responsibility for overall administration of the education abroad experience/program. Program administration will include: arrangements of the flight, ground accommodations, classroom facilities, registration of students, handling of finances, medical insurance, orientation, and trouble-shooting, both before departure and while the program is underway.
 2. Course proposals will also be discussed and submitted to the unit's department and college curriculum committees through the Curriculum Management System (CIM) for course consideration. Prior to submission, the following additional information must be addressed:
 - a. Approval by the unit's leadership indicating the unit's commitment to the proposed program.
 - b. A description of the course (course content, lectures, seminars, excursions, contact hours). Consideration of learning objectives and methods, credits, and the manner of evaluation of students' performance based on the existing grading system.

The following documents must be attached to the CIM course proposal for all CSU courses taught abroad:

1. A budget that identifies the program and tuition costs, the amount of remuneration for the program instruction, amount of remuneration for the faculty member(s) and the minimum number of students required to offer the course.
2. A letter of support from the OIP referencing the review of the non-academic aspects of the program.
3. Course description with itinerary, contact hours (online, in-person, including hours before, during, and/or after), and syllabus.

Provisional CSU Courses Offered Abroad (-82)

The following procedures apply for all subject codes except SA, Study Abroad (e.g. SA 482, SA 682):

- A. New CSU courses offered abroad shall be referred to as Provisional CSU Courses Offered Abroad (i.e. Study Abroad) and shall be designated by the number -82.
- B. Courses numbered -82 require approval by the UCC **each time** they are offered.
- C. CSU courses offered abroad are available at the 100 through 600 levels. Refer to course levels section in this handbook. The specific course number and subtopic letter will be assigned by the Office of the Registrar.
- D. CSU courses offered abroad should be labeled as "Study Abroad *Course Topic in Location*" such as "Study Abroad Natural Resource Management in Tanzania". If there are more than 45 characters in the title, the subtopic line could include the location or other course descriptors.
- E. An initial offering could be proposed as a permanent course if the purpose is to add a new location for an existing CSU course offered abroad.
- F. Best practices recommend that international experiences complete approximately one credit per calendar week, so that students have time to process and reflect upon their learning. Additional credits may be allowed for class lectures and assignments, including readings, projects, or any other related academic endeavor before and/or after the travel. See Guidelines for Contact Hours outlined below.
- G. Requests for study abroad courses must be submitted in a timely manner based on the schedule provided by International Programs, Registrar's Office, and the UCC to allow for college curriculum committee, UCC, and FC approval in time for inclusion in the class schedule prior to registration for the term involved.
- H. Study Abroad courses (unless they have permanent status) will not be listed in the General Catalog but will be included on the student's academic record.
- I. Courses to be offered through CSU Online or with another educational institution are subject to these policies and procedures.

- J. An initial offering could be proposed as a permanent course if the course is intended to meet All-University Core Curriculum (AUCC) requirements. Department and College support is required prior to submission in CIM.
- K. Students may not use the same study abroad course offered abroad to satisfy multiple AUCC categories/requirements. Education Abroad participants receiving at least **three** credits abroad in one course will satisfy AUCC category 3E: Diversity and Global Awareness.

Permanent CSU Courses Offered Abroad

- A. CSU courses offered abroad that have been successfully offered at least once may request permanent status. A successfully offered course is one that has been offered at least once during the last four years in essentially the same format and in which students have earned CSU credit. A course cannot be considered for approval as a permanent course if it has not been successfully offered at least once for credit. Please note the exceptions for new locations and new AUCC courses noted above under Provisional CSU Courses Offered Abroad, points E and J.
- B. A permanent study abroad course must use “Study Abroad: *Course Topic in Location*”.
- C. To apply for permanent status, a unit must complete the requirements for Study Abroad Courses and use an available number (-00 to -79) within the course subject code (instead of -82).
- D. As with any CSU course, departments should submit changes to learning objectives, credits, title, location, and other substantive changes through CIM to the UCC.
- E. Each time a permanent course is offered abroad the OIP must review the nonacademic aspects of the plans prior to accepting students and making binding financial commitments.
- F. Permanent courses offered abroad will be listed in the General Catalog and will be included on the student’s academic record.

Noncredit Travel Courses

- A. Noncredit travel courses are to be approved each time they are offered by the initiating department or administrative unit and then reviewed by the OIP. The faculty curricular committees do not need to review non-credit experiences abroad.

Guidelines for Contact Hours

Federal Department of Education definition of a “credit hour” for all courses:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- 1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- 2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Colorado Department of Higher Education (CDHE) guidelines:

Institutionally defined but must be comparable with credit hour limits at other institutions nationally. Institutions must have written institutional policies and must keep records documenting programs offering study abroad and how the number of credits [sic] hours awarded was determined.

STUDENT ASSISTANTS IN INSTRUCTION *(Last revised October 2007)*

A. Undergraduate Assistants (384, 484)

The FC has approved the principle of involvement of undergraduate assistants in the instructional process of the University as well as guidelines for credit and/or remuneration and grading. Departments who wish to award credit to undergraduate assistants should submit a request for a new course (-84, Supervised College Teaching), through the regular curricular channels. (See New Course Request-Traditional and Nontraditional, pp. 4-14.)

Guidelines for Credit and/or Remuneration:

1. Undergraduate assistants who participate in approved programs shall be given academic credit and/or pay for their services.
2. The number of credits granted during a semester shall not exceed the number of credits approved for the course in which the student is assisting.
3. The maximum credit allowed during a single semester is five credits.
4. The maximum credit permitted for this course (-84) is 10 semester credits.
5. Written consent of department head is required for any student to register for a course with a -84 designation.

Guidelines for Grading:

1. Each course request must specify the grading system to be used (either S/U or letter grades) and must include specific criteria for assigning grades. When letter grading is to be used, these criteria must include a basis for differentiating between grade levels.
2. It is suggested that undergraduate assistants normally be graded on an S/U basis.

B. Graduate Assistants (584, 684, 784)

The FC has approved the concept that graduate students who are interested in becoming teachers should have the opportunity to gain teaching experience while pursuing their degree. Guidelines for awarding credit to graduate teaching assistants are set by the individual departments.

UNIQUE-TITLED COURSES *(Last revised October 2007)*

Unique-titled courses may be offered through CSU Online. This provides CSU Online the opportunity to respond to business, industry, and other organizations' requests for specific types of educational experiences and their desire to have the title appear on a student's academic record (transcript). Unique titles may be used for workshops, seminars, and independent and group studies. The numbers 289, 489, 589, and 689 have been designated for use by any department for unique-titled courses offered through CSU Online only.

- A. A unique-titled course that has not been offered previously should be requested as an experimental course for the first two times it is to be offered. After the course has been offered twice, a request can be submitted for a permanent -89 number.
 1. To request an experimental number, the department will submit an Experimental Course Request form and course outline through the channels for approval as indicated on the form, and then to Curriculum and

Catalog Administration, where it will be checked and then forwarded to the Vice Provost for Undergraduate Affairs.

2. To request a permanent number, the department will submit a Request for New Course/Major or Minor Change in Course-Traditional form and course outline through the channels for approval as indicated on the form and then to the UCC for approval. The numbers available for unique-titled courses are 289, 489, 589, or 689.
- B. After the course has been entered on the computer system, a copy of the approved course request form and accompanying course outline (whether experimental or permanent) will then be sent to the Credit Coordinator, CSU Online.

CSU Online will assign the course reference number, section number, and section title.

- C. **No course may be advertised or listed in any bulletin or brochure until final course approval has been received at CSU Online.** Courses may be advertised with the statement “Credit pending from Colorado State University” after the college curriculum committee has approved the course.

UNIVERSITY POLICIES REGARDING DEGREES AND PROGRAMS OF STUDY
(Last revised October 2007)

UNDERGRADUATE

A bachelor's degree requires a minimum of 120 semester credits and a minimum of 42 semester credits in upper-division courses (300-400 level).

Although 500-level or higher courses cannot be required in undergraduate programs of study, elective credits taken at the 500 level may be used to fulfill the upper-division requirement. 500-level courses cannot be listed in undergraduate programs of study in the *General Catalog*.

Credits completed in a minor or an interdisciplinary studies program may be used in meeting requirements for bachelor's degree programs.

Departments or colleges may limit the number of credits earned in independent study courses which may be used in meeting requirements for bachelor's degree programs.

A. Definition of **Major**

A major is a sequence of courses in a subject-matter area or academic discipline which, when accompanied by appropriate supporting courses, leads to an undergraduate degree. An academic department may offer more than one major.

The sequence of courses comprising a major should be a minimum of 27 semester credits.

The name of the major is recorded on the student's academic record (transcript) and appears on the diploma.

All approved majors are described in the *General Catalog* along with specific courses required in the program of study by year.

B. Definition of **Concentration**

A concentration is a sequence of at least 12 semester credits of designated courses within a major designed to accommodate specific interests of students. These credits may be considered as part of, or in addition to the 27 credits required for a major.

Concentrations are used where the subject-matter area of the major is especially broad. In instances where concentrations are designated, **more than one** concentration within a major must be identified.

Concentrations are displayed in the catalog to assist the student in identifying courses related to his/her specific interest.

Names of concentrations are recorded on the student's academic record (transcript) but **do not** appear on the diploma. Concentrations which have the same name as the major will not appear on the student's academic record.

C. Definition of **Option**

An option is a sequence of courses within a major or concentration of either guided electives or electives selected from areas of interest as approved by the department.

D. Definition of **Minor**

A minor is a sequence of related courses which, upon completion, provides a student with limited competency in the designated field of study. Minor programs of study are optional and are offered only at the undergraduate level.

A minor program of study consists of a minimum of 21 semester credits of required course work outside the academic discipline which constitutes the student's program of study (major). Students may take minors in their department which are outside their major. A minimum of 12 of the 21 credits must be course work at the upper-division level (300-400) and a minimum of 12 credits must be from course work within the department offering the minor.

Upon completion of the degree requirements in the major field of study and minor field of study, the minor will be recorded on the student's academic record (transcript).

Approved minor programs of study are described in the *General Catalog* along with course requirements.

All courses in a minor program of study with a prerequisite not listed in the requirements must be identified with an asterisk (*). The following statement will follow each minor program of study in the catalog: “*Additional course work may be required because of prerequisites.”

Students will be allowed to enroll in and complete the requirements for as many minors as they can accommodate within their programs of study, as long as all other rules and regulations concerning minors are respected.

E. Definition of **Interdisciplinary Studies Program - Graduate and Undergraduate**

Interdisciplinary studies programs are intra-college (within one college) or intra-University (programs which cross disciplines of several colleges). Most programs have a faculty advisory board which is responsible for development of the program requirements and advising function, but programs must be the academic responsibility of a college-wide or University-wide coordinator located within a specific academic unit. Students are admitted to an interdisciplinary studies program by the coordinator.

An interdisciplinary studies program is a series of courses focused upon a particular problem or area of concern providing a variety of disciplinary perspectives.

Although completion of courses in an interdisciplinary studies program does not lead to a degree, credits earned in these courses can be used in meeting the requirements for a degree.

An interdisciplinary studies program includes a core of required courses, with some selectivity, and also a wide choice from supporting courses.

Interdisciplinary studies are designated in the *General Catalog* to assist the student in identifying logically related course work in a broad subject-matter area.

Completion of requirements for an interdisciplinary studies program is noted on the student's academic record (transcript) but not on the diploma. The minimum number of credits in an undergraduate interdisciplinary studies program is 20. No minimum number of credits is specified at the graduate level.

NOTE: All changes to interdisciplinary studies programs must be submitted through regular curricular channels. Merely changing the listing of courses in a flyer or brochure will not change the requirements in the program.

Proposed changes to approved programs that are truly interdisciplinary, i.e., those with course work that cannot be identified with a particular college or colleges, will be forwarded directly to the Office of the Provost/Senior Vice President for review and then to the UCC. Programs that can be identified as involving two or more

specific colleges must have simultaneous review by **all** appropriate college curriculum committees before forwarding to the UCC.

Proposed changes to graduate-level programs must be approved by the Committee on Scholarship, Research, and Graduate Education before being submitted to the UCC for consideration.

F. Request for Minimum Grade Requirement for Programs of Study

1. Colleges and departments may require, with the approval of the University Curriculum Committee and the Faculty Council, either:
 - a. that students maintain a minimum grade point average in a designated set of two or more courses critical to a designated undergraduate program of study, e.g., major, minor, interdisciplinary studies program, certificate program; or
 - b. that students earn a minimum grade in a single course or in each of a designated set of courses critical to that undergraduate program of study.
2. Departments requiring such performance shall:
 - a. publish such information in the *General Catalog* and advising materials made available to students considering or within the major, minor, interdisciplinary studies program, or certificate program; and
 - b. deal with requests for waivers of such policy in the same manner as any other major, minor, interdisciplinary, or certificate program requirement.

Initial requests for such grade requirements should clearly demonstrate the need that cannot be achieved through general adherence to the University minimum academic performance standard.

Requests for minimum grade requirements must be submitted to Curriculum and Catalog Administration, for inclusion on an agenda for the UCC. Additional approval of minimum requirements for programs of study is through special action by Faculty Council.

G. Request to Designate Review Courses in Programs of Study

Academic departments may, with the approval of the UCC and the FC, exclude review courses from being counted toward the satisfaction of graduation requirements for an approved undergraduate program of study, either specifically or as electives. However, departments receiving approval to exclude such courses must identify the courses in the *General Catalog* and indicate whether the excluded courses can be counted as electives to satisfy graduation requirements.

Requests to designate review courses in programs of study must be submitted to Curriculum and Catalog Administration, for inclusion on an agenda for the UCC. Additional approval of review courses in programs of study is through special action by Faculty Council

H. Availability of Courses Through Resident Instruction

All courses included in a program of study designed for on-campus completion must be available on a regularly scheduled basis through resident instruction. If a course included in a program of study designed for on-campus completion ceases to be available through resident instruction, it must be dropped from the program of study.

GRADUATE

Graduate programs of study are to be designed by the student and his/her committee to meet the student's individual needs. Emphasis is placed on quality and breadth of study rather than on simply accumulating credits and fulfilling requirements.

The Committee on Scholarship, Research, and Graduate Education (CoSRGE) is responsible for reviewing all new graduate programs and specializations and changes to existing programs and specializations before forwarding the requests to the UCC. Questions regarding requirements for plan C master's programs should be directed to the Graduate School. Requirements may be found in the **Graduate and Professional Bulletin**.

NEW PROGRAMS OF STUDY *(Last revised October 2007)*

(See pp. 29-31 for definitions of major, concentration, option, minor, and interdisciplinary studies program.)

A. General Guidelines

1. A bachelor's degree requires a minimum of 120 semester credits.
2. All prerequisite courses must be listed as curriculum requirements. Academic departments may, with the approval of the UCC and the FC, exclude review courses from being counted toward the satisfaction of graduation requirements for an approved undergraduate program of study, either specifically or as electives (see p. 31).
3. Programs of study must include the All-University Core Curriculum (AUCC) requirements.
4. Any college requirements must be listed in the program of study.
5. Courses numbered 500 and above cannot appear as curriculum requirements for bachelor's degree programs (see p. 6).
6. Experimental courses may not be required in programs of study.

B. Establishment of New Departments and Intercollege Transfers of Existing Departments

1. **To establish a new department**, the college curriculum committee of the college in which the new department is to be located will consider the proposal. In making a recommendation to the UCC, the college curriculum committee should consider:
 - a. The curricular impact(s), if any, of the proposal.
 - b. The programmatic impact(s), if any, of the proposal.
2. **To transfer an existing department**, the college curriculum committees of the two or more colleges involved will consider the proposed transfer and make recommendations to the UCC. The college curriculum committees should consider:
 - a. The curricular impact(s), if any, of the proposed transfer.
 - b. The programmatic impact(s), if any, of the proposed transfer.
3. The college curriculum committees will consider the proposed establishment or transfer of a department initially on the basis of the written statement provided by the unit requesting departmental status or the department requesting transfer, but may call for additional information, oral or written, and formal presentations.
4. The recommendation(s) of the college curriculum committee(s) will be considered by the UCC together with the written statement provided by the unit proposed for departmental status or the department requesting transfer and the recommendation of the Council of Deans. (The Council of Deans review will take place after the college curriculum committee(s) review and before the UCC review.) The UCC may call for additional information, oral or written, and formal presentations.
5. The UCC examination of the proposed establishment or transfer will be reported as a separate agenda item to the FC for action.

C. Effective Date

A **new** degree must be approved through all University channels, the Board of Governors, and the Colorado Commission on Higher Education before it can be offered, listed in University publications, or listed on students' academic records (transcripts).

D. Justification for Request

The statement of justification should include at least the following items: current trends in the major field, needs fulfilled for students majoring in this discipline, various occupational outlets for students completing the curriculum, relationship to other similar existing degrees and majors, and any recognition which might be received from an accrediting association.

E. Listing of Curricular Requirements

Curricular requirements should be submitted as they would appear in the *General Catalog*. The UCC requests that departments list the specific courses to be taken each year during the freshman through senior years instead of listing courses as group requirements.

Curricular displays that show only group requirements and no specific listing of courses by years make advising and schedule planning difficult. Listing of specific courses by years, particularly for the freshman and sophomore years, is vital to students planning to transfer to Colorado State. This information is helpful also to high school counselors and prospective students in considering career choices. Curricular displays for minor programs of study should be shown as lower- and upper-division requirements.

Course listings must include course number, full title, prerequisites, and credits. List required courses in alphabetical order by subject code within each year. List elective credits or group requirements at the end of the course listing for each year. Course titles must **not** be abbreviated. Free electives, i.e., those credits which may be taken at the total discretion of the student, are listed as "Electives" as the final entry within each year.

MAJOR CHANGES IN PROGRAMS OF STUDY (Last revised October 2007)

See New Programs of Study for general guidelines.

A. Definitions

1. Changing the name of an existing department and/or college. **NOTE:** When a department name is being changed, an indication must be made if it also involves a change in the name of the graduate degree program(s). Unless specifically requested, the name of the graduate program will **not** change. In order to save time in the approval process, department and degree name changes should be submitted simultaneously.
2. Changing the name of a degree, major, concentration, option, minor, or interdisciplinary studies program.
3. Changing the curriculum requirements of an approved major, concentration, option, minor, or interdisciplinary studies program involving a sum total of **seven or more credits**. For example, adding a four credit course and dropping a three credit course is a sum total of seven credits, and is, therefore, a major change. Changes within a selection group, e.g., "Select four credits from the following:" which does not change the number of credits required for the selection, may be treated as a minor change provided no other changes are made.
4. Dropping a degree, major, concentration, option, minor, or interdisciplinary studies program.

B. Effective Date

The effective date will be the beginning of the first term after which changes have been approved by the FC, unless a later date has been requested.

For name changes or drops of majors, concentrations, options, minors, or interdisciplinary studies programs, the time allowed students to remain and graduate in the program under the original name or before it is dropped must be stated. For example, if a major is dropped, current students are usually allowed to graduate in the program, but no new students are admitted to the program. A cutoff date needs to be established beyond which no students may graduate in that program. **The cutoff date should be no later than five years after the program has been dropped or the program name changed.**

C. Listing of Curricular Requirements

List the current requirements in Section III, Column A. (This can best be accomplished by photocopying the page(s) from the *General Catalog* on which the program of study appears and attaching it to the form.) In Column B, list **only** the adds, drops, and changes being requested. In addition, a separate sheet that reflects the entire curriculum incorporating the proposed changes should be submitted.

D. Changes to Teaching Endorsement Programs

Changes to programs of study which lead to a teaching endorsement must receive joint approval from the college curriculum committee in the college offering the program of study and the curriculum committee in the College of Applied Human Sciences which is responsible for the Teacher Licensure Program.

MINOR CHANGES IN PROGRAMS OF STUDY *(Last revised October 2007)*

See New Programs of Study (p. 32) for general guidelines.

A. **Definitions**

1. Changing the curriculum requirements of an approved major, concentration, option, minor, or interdisciplinary studies program involving a sum total of **less than seven credits**. (see p. 34, A. 3.)
2. Changing courses and/or group requirements from freshman/sophomore years to junior/senior years or vice versa in an approved major, concentration, option, minor, or interdisciplinary studies program.

B. **Effective Date**

The effective date is the fall semester after which the minor change list has been distributed.

C. **Listing of Curricular Requirements**

List the current requirements in Section III, Column A. (This can best be accomplished by photocopying the page(s) from the *General Catalog* on which the program of study appears and attaching it to the form.) In Column B, list **only** the adds, drops, and changes being requested.

APPENDICES

CURRICULUM POLICIES AND PROCEDURES HANDBOOK

PUBLICATIONS CONCERNING UNIVERSITY ACADEMIC PROGRAMS *(Last revised October 2007)*

In accordance with UCC and FC policy, all printed material published by colleges, departments, units, or academic offices of the University which contains reference to academic programs offered at Colorado State must be checked by the Provost/Senior Vice President's Office (Curriculum and Catalog Administration) and by the Communications and Creative Services Department prior to submission to any printer. This includes departmental and institutional brochures and materials designed for distribution to the public and/or campus community.

The actual content of the publication is the responsibility of the author. The roles of the Provost/Senior Vice President's Office and the Communications and Creative Services Department are to ensure that the information concerning the University is current, and accurate, and uses proper publications style and that the total publication conforms to University policies.

Any questions should be directed to Curriculum and Catalog Administration or to the Director of Communications and Creative Services.

Procedures for Submitting Publication Copy

Send one copy of the final draft of the publication to Curriculum and Catalog Administration Office. If the publication gives information concerning graduate programs of study, a second copy should be sent to the Graduate School.

If the Communication and Creative Services Department is coordinating the production of the publication, it will be checked for compliance with University policies as a matter of routine. If the Communication and Creative Services Department is not involved in the production, send them one copy of the final version for review prior to printing.

In order to efficiently schedule the checking of publication copy, **seven working days** should be allowed. Copy submitted should be in final publication format. In most cases, the Communication and Creative Services Department will be able to review final publication format for policy compliance on a same day basis.

All University publications concerning resident instruction **must** include the following **nondiscrimination policy statement** which has been approved by the Office of Equal Opportunity and Diversity. This statement does not have to be part of the writeup itself. It may be set in smaller type and printed at the bottom of a page or on the back of the cover, etc. Placement of copy is at the author's discretion.

Colorado State University is an equal opportunity/affirmative action institution and complies with all federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity is located in Room 100, Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

Checking Responsibilities of Curriculum and Catalog Administration and/or Communication and Creative Services Department

In general, the responsibility of Curriculum and Catalog Administration and the Communication and Creative Services Department involves checking to see that printed information concerning the University is accurate, current, and uses the style approved for University publications, and that the total publication conforms to University policies. The following items are checked on all publications:

- A. All general information concerning the University. Normally publications which will be used more than one year should not mention admissions requirements, tuition and fees, the University calendar, or housing costs since many of these items change yearly. Instead, a general statement should be substituted that indicates requests for this type of information be addressed to the Office of Admission or the Registrar's Office.
- B. Information concerning the All-University Core Curriculum and graduation requirements, course numbers, titles, credits, and descriptions, and departmental curriculum requirements.
- C. Nondiscrimination statement.
- D. Publication style (see *Colorado State University Style Manual*), which is available from the Communication and Creative Services Department.

TABLE I
Definitions of TYPE A Instructional Activities (*Last revised October 2007*)

TYPE A INSTRUCTIONAL ACTIVITIES	DEFINITION	MINIMUM NUMBER OF BASE CONTACT HOURS NEEDED TO GENERATE ONE CREDIT HOUR
Audit	Credit course for which student has enrolled with no credit being given toward a degree. Tuition paid.	Same as course instructional type.
Field Instruction	Instructional activities conducted by the faculty and designed to supplement and/or extend an individual course or classroom experience.	2.5
Laboratory: Academic or Clinical	Instructional activities conducted by the faculty which require student participation, experimentation, observation, or practice.	2.0
Laboratory: Vocational/ Technical	Instructional activities involving training for employment in a work-like environment in which faculty take an active teaching role.	1.5
Lecture	Formal presentation, primarily one-way communication by the faculty.	1.0
Physical Education and Recreation Activity Courses	Physical education activities conducted by the faculty which are designed solely for the development of skill proficiencies.	2.0
Private Instruction	Formal presentation in a one-to-one relationship between student and instructor.	0.5
Recitation; Discussion; Seminar	Two-way (student and faculty) communication of course materials.	1.0
Studio - Art	Painting, sculpture, other lab-type activities conducted by the faculty.	2.0
Studio - Music	Band, ensembles, music labs, and the like conducted by the faculty.	2.5

TABLE II
Definitions of TYPE B Instructional Activities (*last revised October 2007*)

TYPE B INSTRUCTIONAL ACTIVITIES	DEFINITION	MINIMUM NUMBER OF BASE CLOCK HOURS NEEDED TO GENERATE ONE CREDIT HOUR
Doctoral Dissertation	Credit enrolled for during formal period of work on doctoral dissertation. Part-time or partial year students should be assigned credit based on appropriate fractional values. In no case should credit be assigned which would cause credit of all types to exceed 45 quarter/30 semester hours per academic year.	Measures are institutionally defined and justified.
Independent Study	Student project with only minimal faculty direction.	2.0
Instructional Lab	Individualized instruction using tapes, films, and other media without direct faculty supervision.	2.0
Internship; Clinical Internship; Cooperative Education	Work-oriented instruction involving the implementation of classroom or laboratory experiences coordinated by a faculty member.	3.0
Master's Thesis	Credit enrolled for during formal period of work on master's thesis. Part-time or partial year students should be assigned credit based on appropriate fractional values. In no case should credit be assigned which would cause credit of all types to exceed 45 quarter/30 semester hours per academic year.	Measures are institutionally defined and justified.
Practicum; Clinical Practicum	Work-oriented instruction involving the implementation of classroom or laboratory experience under the direct supervision of a faculty member.	2.0
Research	Credit formally enrolled for during period of research instruction in pursuit of Ph.D.	Measures are institutionally defined and justified.

TABLE II
Definitions of TYPE B Instructional Activities
(continued)

Student Teaching	Faculty supervised learning experience in which student applies knowledge gained in the teacher education program to a classroom setting.	2.5
Study Abroad	An instructional mode involving travel to another country, and conducted by the faculty.	Measures are institutionally defined and justified.
Educational Technology	A course utilizing educational technology for the delivery of instruction. These technologies may include but are not limited to: telecourses, self-paced instruction assisted by educational technologies, ITFS, microwave transmission, telephone lines, satellite transmission, facsimilies, videotapes (US mail), electronic blackboard, and computer-based or computer-assisted instruction. The institution must keep records to document its decision on how the number of credits to be awarded for these classes was determined.	Measures are institutionally defined and justified.
Vestibule Lab	Laboratory instruction in basic skills provided and supervised by faculty at institutions with a special mission to serve marginally qualified or academically deficient students that is designed to improve the academic or preparatory skills of students with specifically identified deficiencies, whether self-identified or instructor referred, and of no longer duration than needed to correct these deficiencies.	1.33