

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

The purpose of this document is to serve as a guide for the curricular change procedures you will be reviewing during your service on a departmental, college and/or university level curriculum committee. Each college has its own procedural path for curricular approval and this document is not intended to usurp that process.

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

**When does a catalog go into effect?** Each General Catalog becomes active or effective on the first day of the Summer semester. The numbering scheme for the catalog is based on those dates. The 2012-2013 General Catalog starts in summer 2012 semester and is active until the end of the spring 2013 semester.

**How long is a catalog good for?** Catalogs remain available to students for 7 years. For example the 2005-2006 will remain available to students who were matriculated in the 2005-2006 academic year or earlier until the end of the spring 2012 semester. It is worth noting that the current year's policies, course descriptions, prerequisites all take precedence over the older catalog.

**Effective Date.** All curricular changes in the General Catalog are considered effective at the start of the summer semester. For an item to be considered for inclusion in the General Catalog it must be approved by all appropriate bodies at the college level and received by the Academic Publications Editor. All submission received by the due date will be considered for the next General Catalog.

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

### Definitions:

- **Baccalaureate Degree:** A credential awarded for complete of requirements entailing at least four (4) years of full-time academic study. A baccalaureate degree requires a minimum of 120 credits. The State Board of Idaho defines this as an Academic Program.
- **Master's Degree:** A credential awarded for completion of requirements entailing at least one (1) but normally not more than two (2) years of full-time academic work beyond the baccalaureate degree, including any required research. A master's degree requires a minimum of 30 credits beyond the baccalaureate degree. The State Board of Idaho defines this as an Academic Program.
- **Education Specialist Degree:** A credential awarded for completion of requirements entailing at least two (2) but normally not more than three (3) years of full-time academic work beyond the baccalaureate degree. An education specialist degree requires a minimum of 60 credits beyond the baccalaureate degree. The State Board of Idaho defines this as an Academic Program.
- **Doctoral Degree:** A credential awarded for completion of requirements entailing at least three (3) years of full-time academic work beyond the baccalaureate degree, including any required research. A doctoral degree requires a minimum of 78 credits beyond the baccalaureate degree. The State Board of Idaho defines this as an Academic Program.
- **Major:** A principle field of academic specialization that accounts for 25 to 50 percent of the total degree requirements.
- **Academic Minor:** A body of coursework that pertains to a secondary area of academic or specialization. A minimum of 18 credits is required to complete a minor. The State Board of Idaho defines this as an Academic Program Component.
- **Option:** One of two or more alternatives within the same major. The differences between the options amount to 50 percent or more of the requirements of the major. The State Board of Idaho defines this as an Academic Program Component.
  - To calculate the number of credits required in an option use the following formula:  
$$X = \text{Number of credits required of for the major that all students must complete regardless of option chosen (common requirements).}$$

Y = Number of total credits required with the option and common requirements of the major.

Z = Minimum number of credits required for the option.

$$X/0.5 = Y$$

$$Y - X = Z$$

- **Emphasis:** One of two or more alternatives within the same major. The differences between the emphases amount to 20 to 49 percent of the requirements of the major. The State Board of Idaho defines this as an Academic Program Component.
  - To calculate the number of credits required in an option use the following formula:  
X = Number of credits required of for the major that all students must complete regardless of emphasis chosen (common requirements).  
Y = Number of total credits required with the emphasis and common requirements of the major.  
Z = Minimum number of credits required for the option.  
$$X/0.8 = Y$$
$$Y - X = Z$$
- **Academic Certificate:** A credential awarded for completion of a coherent program of study consisting of twelve (12) credits or more, representing a coherent body of knowledge that does not lead to a degree. The State Board of Idaho defines this as an Academic Program.
- **Instructional Units:** Departments, Institutes, Office, Centers, Divisions, Schools, Colleges, Campuses, Branch Campuses, and Research Units.

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

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

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

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

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

**Group A, B, and C Changes.** Starting with the 2015-2016 academic year we have adopted a new categorization of all processed changes that require university level committee approval. All change will be grouped into one of three categories.

**Group A: (Due Date October 1st)**

- Add/Drop a course
- Change a course (credits, description, number, prereqs/coreqs, subject prefix, title, etc.)
- Move a course to or from Dormant status
- Change the curricular requirements for a degree
- Change the curricular requirements for a major
- Change the curricular requirements for a minor

- Change the curricular requirements for a certificate
- Change the curricular requirements for a teaching endorsement (teaching major/teaching minor)
- Add/Drop a subject prefix
- Change of subject prefix ownership
- Approval of USAC specialty programs

**Group B: (Due Date October 1st)**

- Add/Drop an option or emphasis within a major
- Add/Drop a minor
- Add/Drop a certificate (under 30 credits and no financial aid impact)
- Add/Drop a teaching endorsement (teaching major/teaching minor)
- Change the name of a degree
- Change the name of a major
- Change the name of a minor
- Change the name of an option or emphasis
- Change the name of an academic certificate
- Change the name of a teaching endorsement (teaching major/teaching minor)
- Change the name of a teaching endorsement (teaching major/teaching minor)
- Add/Drop/Change an academic regulation
- Add/Drop/Change a policy in the Faculty-Staff Handbook (4000s)
- Move an academic program(s) between existing administrative units
- Expansion of an academic program into a geographical area the University of Idaho already offers programs in

**Group C effective Summer 2018: (Due Date October 1st)**

**Group C effective Summer 2019: (Due Date November 1st)**

- Add/Drop a degree/major/certificate
- Add/Drop a certificate (30 credits or greater and no financial aid impact)
- Offer an academic program via distance education
- Add/Drop a Department/School/Program/College
- Expand an academic program into a geographical area the University of Idaho does not already offer programs in
- Add/Drop a Branch Campus
- Offer academic credit outside of NWCCU's region
- Enter into a contractual agreement with a regionally or non-regionally accredited organization to provide courses or programs on behalf of the University of Idaho

**Editorial changes.** Editorial changes are those that do not require approval by a university level committee and are submitted directly to the catalog editor in the Office of the Registrar. These changes consist of minor corrections, changes to narrative text in the catalog and other non-substantive changes.

## **Approval Workflow**

### **Editorial Changes**

1. Department
2. College
3. Departmental Catalog Updater inputs change into IQ
4. Academic Publications Editor

### **Group A Changes**

Group A changes must be submitted on the appropriate UCC formwork.

1. Department
2. College
3. Office of the Registrar
4. Graduate Council (if necessary)
5. University Curriculum Committee (UCC)
6. General Curriculum Report

### **Group B Changes**

Group B changes must be submitted on a Group B form with any appropriate UCC formwork attached.

1. Department
2. College
3. Office of the Provost\*
4. Office of the Registrar
5. Graduate Council (if necessary)
6. University Curriculum Committee (UCC)
7. Faculty Senate
8. General Faculty Meeting/General Policy Report
9. President's Office
10. State Board of Education (SBOE)

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

### **Group C Changes**

Group C changes must be submitted on a Program Proposal with any appropriate UCC formwork attached.

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

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

**University Curriculum Committee (UCC) Formwork.** UCC maintains several forms used by the departments and colleges to convey their curricular changes to UCC for approval. All formwork approved by the College Curriculum Committees is sent to the Academic Publications Editor in the Office of the Registrar. If you have questions or concerns about a form or you are uncertain which form is the correct one, contact the Academic Publications Editor for assistance.

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

**Assistance and Troubleshooting.** The Academic Publications Editor in the Office of the Registrar is an excellent resource to contact if you have questions or concerns with the approval process, dates, deadlines, and formwork. If you are seeking a new number for a course or if you are concerned that a proposal is unclear, contact the Academic Publications Editor for assistance. Many problems can be avoided with a little extra work at the beginning rather than when everyone is scrambling to get everything done late in the semester. If your department/college is considering a complicated change or a change that is unique and does not fit any of the above models contact the Academic Publications Editor to discuss the change so a plan of action may be developed to properly implement your change with a minimum of confusion and difficulty.