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5 **A BILL TO REVISE**  
6 **UW-REGULATION 6-806**  
7 **“COURSE APPROVAL PROCESS”**  
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12 **UW REGULATION 6-806**  
13 **Course Approval Process**  
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15 **1. PURPOSE.**

16  
17 To establish the Course Approval Process.  
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19 **2. DIRECTIVE.**

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21 **COURSE APPROVAL PROCESS**  
22

23 **a. Initiation of Requests**  
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25 i. Changes in curriculum are initiated at the department/division level. Proposals to add, revise, or  
26 delete courses in a curriculum must be reviewed and approved by the department/division in  
27 consultation with the faculty.  
28

29 ii. After a course proposal has been approved by the department/division, it will be transmitted to the  
30 college review committee with a copy sent to the Course Review Coordinator located in the Office of  
31 ~~the Registrar~~Registration and Records.  
32

33 **b. University Course Review Committee**  
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35 The University Course Review Committee is charged with monitoring the entire course review  
36 process through the Course Review Coordinator located in the Office of ~~the Registrar~~Registration  
37 and Records. When considering course additions, revisions, or deletions to the University  
38 curriculum, the University Course Review Committee shall be responsible for insuring that all of the  
39 requisite endorsements have been obtained (see Section d. below), that the proposal does not present  
40 any unjustified duplication with other academic units, and that the request is consistent with the  
41 current university guidelines regarding courses (see the Course Review Guidelines section of this  
42 Regulation). The composition of the University Course Review Committee is established in UW  
43 Regulation 6-702.

1 **c. Course Review Coordinator**

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3 The Course Review Coordinator, while not a voting member of the University Course Review  
4 Committee, will act as the process resource person for the Committee. The Course Review  
5 Coordinator will track the proposal by location and timeline and will be the resource person for  
6 providing information regarding the course review process (e.g., how to initiate a proposal, what  
7 steps to follow).

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9 **d. Endorsements**

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11 Each college [or undergraduate interdisciplinary program](#) shall have in place its own ~~college~~ review  
12 committee. Each unit described below is responsible for determining its own means of endorsement  
13 (e.g., Dean, Dean's Designee, Committee). Each unit that forms an endorsement or review committee  
14 shall be responsible for determining the composition of this committee. All endorsing units herein  
15 specified are subject to the Silence is Approval Stipulation.

16  
17 The "Silence is Approval Stipulation" means that if action is not taken within 30 regular semester  
18 days (Monday through Friday during the Fall and Spring Semesters only) of receipt of the course  
19 request being proposed, then the proposed course request will be considered approved by the  
20 identified endorsing unit. If approved, the Course Review Coordinator will send the proposal to the  
21 next step.

22  
23 i. College. The College Review Committee is responsible for minimizing unnecessary duplication of  
24 courses within the College, for insuring that sufficient resources exist to be able to offer the proposed  
25 changes to its curriculum, and for evaluating the academic merit of the proposal on the basis of  
26 standards appropriate to the relevant discipline.

27  
28 ii. Graduate School. The Graduate dean is responsible for reviewing all course proposals numbered  
29 4000 or higher for conformity with existing guidelines for courses within the graduate curriculum.

30  
31 iii. University Studies. The University Studies Committee is responsible for reviewing all course  
32 proposals that request the addition of a new course or the revision of an existing course to the  
33 University Studies curriculum.

34  
35 iv. Community Colleges. All courses numbered 2000 or lower must be articulated with the  
36 Community Colleges through the University Articulation Office.

37  
38 [v. Interdisciplinary Undergraduate Programs. Educational programs involving more than one college  
39 must have a program review committee in place with representation from constituent colleges.](#)

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41 **e. Course Review Process Summary**

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43 i. The course proposal is written by a faculty member and approved by her/his department/division  
44 head. [For interdisciplinary undergraduate courses, a department or unit must be identified as the  
45 academic home for the course.](#)

1 ii. The department sends the course proposal to the appropriate college for action, with a copy sent to  
2 the Course Review Coordinator. The proposal shall indicate that the Silence is Approval Stipulation  
3 is in effect.

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5 iii. The Course Review Coordinator notes the time of the proposal's submission to the College and  
6 return from the College. The Silence is Approval Stipulation is in effect.

7  
8 iv. Once the proposal is approved, the Course Review Coordinator will ensure that the course  
9 proposal is sent to the Graduate Dean, the University Studies Committee, and the Articulation Office  
10 for action as appropriate. The time of its submission to and return from these units is noted by the  
11 Course Review Coordinator. The Silence is Approval Stipulation is in effect.

12  
13 v. The course proposal goes the University Course Review Committee for final action. The Course  
14 Review Coordinator will distribute the agenda for the University Course Review Committee to all  
15 department/division heads one week prior to the meeting of its Committee. The Silence is Approval  
16 Stipulation is in effect.

17  
18 [vi. For undergraduate interdisciplinary courses that involve more than one college, paragraphs e.i.](#)  
19 [through e.v. apply. Additionally, the course proposal must be approved by the interdisciplinary](#)  
20 [program's review committee.](#)

## 21 22 23 **COURSE REVIEW GUIDELINES**

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25 **f.** The University Course Review Committee is additionally charged with the development and  
26 maintenance of the Course Review Guidelines, and with the routine examination and maintenance of  
27 the Course Review Process itself.

### 28 29 **g. General Justification**

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31 Each course proposal must justify the proposed action in light of departmental/divisional, collegiate,  
32 and institutional missions and resources, changes in the knowledge base, curriculum development,  
33 and enrollment trends.

### 34 35 **h. Resource Allocation**

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37 Each course proposal should identify the resources and special expertise available to support the  
38 course offering or change, including personnel and special facilities necessary for the implementation  
39 of the course.

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41 i. All proposals requiring additional institutional resources which cannot be garnered through internal  
42 reallocations at the college level should be referred by the college committee to the Faculty Senate  
43 Budget Planning Committee, the Academic Planning Committee, and the Graduate Dean (if the  
44 proposal is for a course numbered 4000 or higher) for consideration. No new courses may be  
45 implemented for new programs until the necessary resources have been garnered.

1 ii. Resources to be accounted for in support of additional courses might include, but are not limited  
2 to, the following: personnel, library holdings, computer resources, classroom space, equipment,  
3 travel funds, and general support.  
4

5 | iii. Whenever a proposed course change will impact other departments/divisions/[colleges](#) within the  
6 University, the course proposal should reflect discussion with those units and resolution of any  
7 concerns about required prerequisites, changing sequence patterns, and enrollment impact.  
8

### 9 **i. Changes to Program**

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11 Requests for an exceptional number of new courses and/or substantial course revisions, which are  
12 indicative of programmatic rather than minor changes to the curriculum, shall be referred by the  
13 initiating department to the Faculty Senate Academic Planning Committee, the Budget Planning  
14 Committee, and the Graduate Dean (for the course proposals numbered 4000 or higher) for  
15 consideration. The University Course Review Committee may also make such a referral to these  
16 committees.  
17

### 18 **j. Duplication of Content**

19 University policy discourages the unnecessary duplication of content among courses. To that end,  
20 unjustified duplication of content may be seen as sufficient reason to reject a course proposal at any  
21 level of review. If the initiating department/division anticipates some overlap of content, it should, in  
22 the planning phase for the course proposal, contact the affected departments/divisions and establish:  
23

- 24 (1) Justification for the apparent overlap,
- 25
- 26 (2) Means of meeting student needs through cross-listing, or
- 27
- 28 (3) Alternate offerings.  
29

30 Forwarded course proposals should contain appropriate explanations and signatures of all  
31 department/division heads agreeing to the proposal with respect to the issue of duplication.  
32

### 33 **k. Forms**

34  
35 To facilitate comprehensive college analysis addressing all issues and to enable informed University  
36 review and implementation, standard forms, approved by the University Course Review Committee  
37 | shall be published by the Office of [the Registrar-Registration and Records](#) and made available  
38 through the Course Review Coordinator to departments/divisions and colleges upon request.

Source:

University Regulation 806, Revision 2; adopted 7/17/08 Board of Trustees meeting

***AUTHENTICATION: The foregoing Senate Bill 318 duly adopted by the Faculty Senate of the University of Wyoming under date of March 30, 2009, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.***

***Clifford Marks, Secretary***