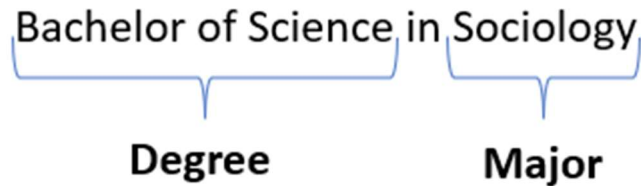




University of Idaho

# Curricular Changes Handbook



University of Idaho  
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*Revision: 06/2022*

# Curriculum Process and Timeline

## General Catalog

The Office of the Registrar is responsible for publishing and maintaining the general catalog each year. The General Catalog is the authority on curricular requirements, policies, and courses for all programs at the University of Idaho.

Each General Catalog becomes effective on the first day of summer semester. The numbering scheme for catalogs is based on those dates. For example, the 2021-2022 General Catalog starts in the Summer 2021 semester and is active until the end of the Spring 2022 semester. All curricular changes are considered effective at the start of the summer semester.

Catalogs remain available to students for seven years. For example, the 2021-2022 catalog will remain available to students until the end of the Spring 2028 semester. The current year's policies, course descriptions, and prerequisites all take precedence over all older catalogs. However, students are subject to the degree requirements from their specific catalog year. They can opt to change to any active catalog, beginning with the year they matriculated and going forward to the current catalog.

Students can choose to use one catalog for their major and a different eligible catalog for their General Education requirements. They can adjust their major catalog year in VandalWeb and their General Education catalog year via a paper form available on the Registrar's website.

## Curriculum Process Overview

Per the [Faculty Staff Handbook section 1540](#), faculty have governance over curriculum at the University of Idaho. Routine change proposals like additions and deletions of courses and changes to existing curricula must be approved by the University Curriculum Committee (UCC). More complex changes that require State Board approval and those that affect university policy or concern the addition or expansion of instructional programs require additional levels of approval.

To clarify the requirements for each change type, we created three categories of changes.

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<ul style="list-style-type: none"> <li>• Add/drop a course</li> <li>• Change a course (credits, description, number, prereqs/coreqs, subject prefix, title, etc.)</li> <li>• Move a course to or from inactive status</li> <li>• Change the curricular requirements for a degree, major, minor, academic certificate, or teaching endorsement</li> <li>• Add or drop a subject prefix</li> <li>• Change of subject prefix ownership</li> <li>• Approval of USAC specialty programs</li> <li>• Add/drop WSU coop designation for a course</li> </ul>	<ul style="list-style-type: none"> <li>• Add/drop an option or emphasis, minor, certificate under 30 credits, or teaching endorsement</li> <li>• Change the name of a degree, major, minor, option, emphasis, academic certificate, or teaching endorsement</li> <li>• Convert an option or emphasis to a program</li> <li>• Consolidate existing UG programs</li> <li>• Add/drop/change an academic regulation</li> <li>• Move an academic program between existing administrative units</li> <li>• Expand an academic program into a U of I designated region</li> <li>• Add an online component of more than 50% of a program to an existing program</li> </ul>	<ul style="list-style-type: none"> <li>• Add/drop a degree or major</li> <li>• Add/drop a certificate of 30 credits or greater</li> <li>• Create/discontinue a department, school, or college</li> <li>• Expand an academic program into a geographical area outside U of I designated regions</li> <li>• Add/drop an off-campus instructional program or branch campus</li> <li>• Make changes to an academic program component with a financial impact of greater than \$250k in a fiscal year</li> </ul>

The following lists show the approval workflows that all Group A, Group B, and Group C changes must follow.

### **Group A Changes**

1. Enter in CIM
2. Department Approval
3. College Approval (Associate Dean of Curriculum Committee Chair)
4. Registrar's Office – must reach this step by October 1
5. Graduate Council (if relevant)
6. University Committee on General Education (if relevant)
7. Special Course and Lab Fee Committee (if relevant)
8. University Curriculum Committee (UCC)
9. Teacher Education Coordinating Committee (if relevant)
10. Finalized and published in catalog

## **Group B Changes**

1. Enter in CIM
2. Department Approval
3. College Approval (Associate Dean or Curriculum Committee Chair)
4. College Dean
5. Provost's Office – must reach this step by October 1
6. Assessment Review
7. Registrar's Office – Curriculum/Degree Audit Review
8. Graduate Council (if relevant)
9. University Curriculum Committee (UCC)
10. Faculty Senate
11. Teacher Education Coordinating Committee (if relevant)
12. President's Office
13. State Board of Education (SBOE) – notification only
14. Northwest Commission on Colleges and Universities (NWCCU) – notification only

## **Group C Changes**

1. Enter in CIM. Time of submission will determine which catalog includes the changes.
2. Department Approval
3. College Approval (Associate Dean or Curriculum Committee Chair)
4. College Dean
5. Provost's Office
6. Assessment Review
7. Registrar's Office – Curriculum/Degree Audit Review
8. Graduate Council (if relevant)
9. Teacher Education Coordinating Committee (if relevant)
10. University Curriculum Committee (UCC)
11. Faculty Senate
12. President's Office
13. Council on Academic Affairs and Programs (CAAP)
14. Instructional, Research, and Student Affairs (IRSA)
15. State Board of Education (SBOE)
16. Northwest Commission on Colleges and Universities (NWCCU)

Sometimes additional steps like Graduate Council are added to the workflow based on the type of change being made. These steps will only be part of the workflow when they are relevant to the specific changes being proposed.

There are a few changes that do not fall into Group A, B, or C. To make one of these, contact the Provost's office directly at [provost@uidaho.edu](mailto:provost@uidaho.edu). These include:

- Changing a policy in the 4000 section of the Faculty-Staff Handbook
- Offering academic credit outside NWCCU's region

- Entering into a contractual agreement with a regionally or non-regionally accredited organization to provide courses or programs on behalf of the University of Idaho
- Requesting a special program fee or self-sustaining program fee
- Consolidating or merging a graduate program

For a complete list of changes and step-by-step instructions on how to initiate them, please visit <https://www.uidaho.edu/provost/academic-initiatives/planning>.

## CIM (Curriculum Inventory Management)

Proposals for curricular and catalog policy changes are handled online using the CIM system. It can be accessed at the following links:

- Course changes - <https://nextcatalog.uidaho.edu/courseadmin>
- Program changes - <https://nextcatalog.uidaho.edu/programadmin>
- All other changes: <https://nextcatalog.uidaho.edu/miscadmin>

Faculty members should have access to be able to view and submit proposals in CIM using their regular University of Idaho log-in credentials. Otherwise, access can be granted by contacting [catalog@uidaho.edu](mailto:catalog@uidaho.edu).

Detailed instructions for using CIM are available in the second half of this guide.

## Department and College Approval Processes

All proposals must have approval at the departmental and the college level before being considered by the UCC or other committees. This process can look different for each unit. See below for the default process plus options to customize it.

### **Department-Level Approval**

In CIM, the department-level approval role has a name comprised of the unique department code plus the word “Chair.” For example, the approval role for the Chemistry department is “007 Chair.” By default, this role is assigned to the department chair; however, the role can be changed to a departmental curriculum committee chair or any other faculty member by contacting [catalog@uidaho.edu](mailto:catalog@uidaho.edu). In addition, each department’s actual approval steps can be customized. For example, some departments have different curriculum subcommittees for different subject codes. CIM can be set up to require approval from each subcommittee for all proposals, or just from a particular subcommittee for a given subject prefix.

A list of department codes is included in Appendix A.

## **College-Level Approvals**

In CIM, the college-level approval role has a name comprised of the unique college code plus the words “Curriculum Committee Chair.” For example, the approval role for the College of Business and Economics is “13 Curriculum Committee Chair.” By default, this role is assigned to an Associate Dean. However, that can be changed to the college curriculum committee chair or any other faculty member by contacting [catalog@uidaho.edu](mailto:catalog@uidaho.edu).

Each college’s approval steps can be customized. The final college-level approval must come from a faculty member, but some colleges have a staff member who manages the day-to-day work of getting curriculum proposals ready for the curriculum committee and coordinating with departments. If that’s the case, we can create an intermediary role for the staff member to handle those details. An Associate Dean or other faculty member can then give final approval when the proposal is ready to move forward in the workflow.

In addition to regular department and college approvals, Group B and C changes require approval from the College Dean. That role is designated by the college code plus the word “Dean.” For example, the Dean of the College of Art and Architecture’s role is “09 Dean.” That role cannot be changed.

A list of college codes is included in Appendix A.

## **Committees**

### **Graduate Council**

Graduate Council must approve any changes to graduate-level programs. For example, they review all proposals for new graduate-level degrees or academic certificates. They also review changes to the requirements for existing graduate-level programs and certificates. More information can be found at <https://www.uidaho.edu/cogs/resources/faculty-staff-resources/graduate-council>.

### **Special Course and Lab Fee Committee**

The Special Course and Lab Fee Committee (SCLF) reviews requests to add or change fees to specific courses to cover costs like field trips, lab materials, or liability insurance for students doing field work. If you propose a new course fee or changes to an existing course fee, the SCLF will review that request as part of the curriculum process. More information can be found at <https://www.uidaho.edu/provost/academic-initiatives/special-course-and-lab-fees>.

### **Teacher Education Coordinating Committee**

The Teacher Education Coordinating Committee (TECC) reviews and approves all changes to courses or programs that impact teacher certification. If your program leads to certification for teachers (for example, the B.Mus. in Music Education), then changes will be reviewed and

approved by the TECC to ensure the program will still meet certification standards. More information can be found at <https://www.uidaho.edu/ed/resources/tecc>.

### University Committee for General Education

The University Committee for General Education (UCGE) reviews any changes to general education requirements or to the courses that meet those requirements. If you are trying to add a course as an approved General Education course or to remove that designation, the UCGE will have to review and approve the proposal. More information can be found at <https://www.uidaho.edu/academics/general-education/faculty-advisor-information/ucge>.

### University Curriculum Committee

The University Curriculum Committee (UCC) includes representatives from each college plus other departments like the Provost's Office and the Registrar's Office. The committee meets weekly from September through April to review and vote on curricular proposals. Departments and colleges will be notified when one of their proposals is on the agenda for UCC consideration and they are encouraged to send a representative to explain the rationale for the proposal(s) and answer any questions that arise. Current committee membership details as well as agendas and minutes from past meetings can be found at <https://www.uidaho.edu/registrar/ucc>.

## **Majors versus Degrees**

An academic program includes two different parts – a major and a degree. The “major” is the academic area of study. The degree indicates which level of credential a student is receiving in that major. For example, the History department offers four history majors with the following degree: B.A., B.A., M.A., Ph.D.. A student can receive a B.A. in History or an M.A. in History, for example.

The intention is that the topic or field of study is reflected in the major, not in the degree type. There are currently many degrees that include the major or discipline, but this is not necessary. In fact, it can create redundancy on a student's transcript or diploma. For example, if we created a degree type called a B.A.Hist., i.e., a Bachelor of Arts in History, the student's transcript and diploma would show a Bachelor of Arts in History in History since that major would still need to be listed. Therefore, we recommend using the existing basic degree types (B.A., B.S., M.A., Ph.D.) unless an accrediting body requires a field-specific degree.

## **Standard Course Numbers**

Standard course numbers are defined by [Faculty Staff Handbook section 4130](#) and can be used by any department, subject to the following guidelines.

Standard course numbers include:

- **Directed Study** – 299, 499, 502, or 602 - A method of delivering specially designed content to a student outside of the normal classroom environment. A student cannot repeat the same directed study. Directed study courses cannot duplicate existing courses. In addition, directed study courses may not request space in a general university classroom and generally do not have a regular meeting pattern.
- **Internship** – 298, 398, 498, 598, or 698 - Supervised practical experience related to a student's major.
- **Practicum** – 597 – Course of study that involves the supervised application of previously studied theory.
- **Practicum in Tutoring** – Optional 400 numbers – Tutorial services performed by advanced students under faculty supervision.
- **Professional Development** – 405, 505, 605 – A professional activity designed to provide information or skills which have practical value. These courses are intended for current in-service teachers in the state of Idaho. Per catalog [regulation D-6](#), professional development credit may be offered to improve effectiveness of teachers and administrators in raising student achievement. Courses must include a minimum of 15 contact hours per credit. Credits earned in professional development courses may not be applied toward a baccalaureate or graduate degree.
- **Research** – see below – Supervised collection of information about a particular subject.
  - 500 – Master's Research and Thesis
  - 599 – Non-Thesis Master's Research
  - 600 – Doctoral Research and Dissertation
  - Note: Some departments have created undergraduate research courses, but no standard course number exists for research at the undergraduate level.
- **Seminar** – 200, 400, 501, or 601 – A course offered to a group of advanced students with each doing in-depth study and discussion of the course material with the professor and other students.
- **Special Topic** – 204, 404, 504, or 604 – Extended discussion on a topic or subject area not covered in an existing course offering. Topics cannot be offered more than three times under this course number. After the second offering appropriate curricular approval paperwork must be filed. Departments offer special topics courses to pilot new topics or offer emerging topics while awaiting the formal creation of a new catalog course.
- **Workshop** – 203, 403, 503, or 603 – A usually brief, intensive course for a relatively small group of students that focuses on techniques and skills in a particular field.



## Cross- and Joint-Listing

A cross-listed course is a single course offered collaboratively by two or more programs (e.g., ANTH 321 and AIST 321). Cross-listing is an academic process that allows two or more programs to share responsibility for the course and allows students to take the course together under two different subject prefixes. For courses to qualify for cross-listing, the programs must demonstrate that each program will be responsible for supplying resources to support the course.

Cross-listed courses share a single record within CIM (Curriculum Inventory Management). For new courses, details are entered into CIM for the primary course and the form has a space to indicate other courses that will be cross-listed with it. This means all details other than the subject prefix must match (e.g., credit hours, title, course description, prerequisites). Changes to cross-listed courses – including discontinuation – require review and approval from both departments in CIM before they can proceed through the workflow.

When a cross-listed course is offered, it must be scheduled through both units and will be published under both subject prefixes in the Class Schedule. It is the responsibility of all programs to coordinate the scheduling and maintenance of a cross-listed course.

Cross-listed courses are considered equivalent, meaning either course can meet the same requirements towards a degree and a student can repeat either course for grade replacement purposes.

Whenever possible, cross-listed courses should have the same course number. Work with the Registrar's Office ([catalog@uidaho.edu](mailto:catalog@uidaho.edu)) as needed to identify available course numbers for each subject prefix.

A joint-listed course is a single course offered collaboratively by one department at two different academic levels (e.g., undergraduate, ENVS 415 and graduate, ENVS 515). Joint-listing is an academic process that allows students at two different levels to participate in a course simultaneously. Because joint-listed courses are at different levels, they are not considered equivalent. When courses are joint-listed, it is the responsibility of the instructor to ensure course content and assignments are differentiated to warrant different levels of credit for undergraduate and graduate students. This must be indicated in the course description. One common phrase that can be added to the course description is, "Additional work required for graduate credit."

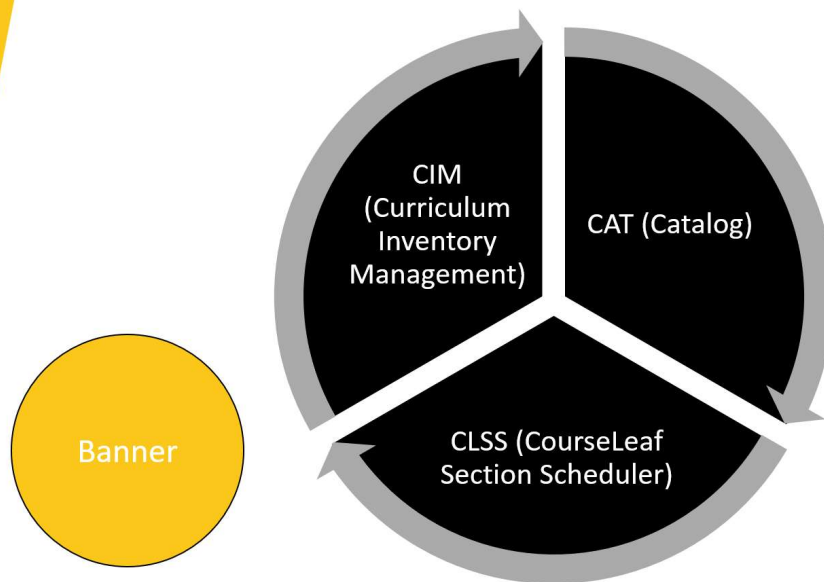
## Teach-Out Periods for Discontinued Programs

The catalog states that when a program is being discontinued, the university will "make every reasonable effort to ensure that students who are within two (2) years of completing graduation requirements, and who are making normal progress toward completion of those requirements, will have the opportunity to complete the program which is to be withdrawn" (<https://catalog.uidaho.edu/general-requirements-academic-procedures/>) This means that

typically, a discontinued program will have a 2 ½ year teach-out period in which the courses are still made available for students. However, programs can work with the Provost's Office to determine a different teach-out plan if they ensure students' needs are met per the statement above.

## Appendix A: Overview of CourseLeaf Products

# COURSELEAF PRODUCTS



- CAT (Catalog) – CAT manages the General Catalog. Users can update editorial information about their department or college. The catalog also displays information about courses, programs, and policies. For access or training on how to use CAT, contact [catalog@uidaho.edu](mailto:catalog@uidaho.edu). CAT was implemented in 2018.
- CLSS (CourseLeaf Section Scheduler) – CLSS manages sections of courses to build the class schedule each semester. This is typically done by departmental administrative assistants or department chairs. For access to CLSS or to set up training, contact [classroomscheduling@uidaho.edu](mailto:classroomscheduling@uidaho.edu). CLSS was implemented in 2019.
- CIM (Curriculum Inventory Management) – CIM receives and manages curricular change proposals. Once a proposal is fully approved, CIM copies course changes directly to Banner and program changes directly to the General Catalog. CIM was implemented in 2021.

## Appendix B: Useful Resources

**University Curriculum Committee**

<https://www.uidaho.edu/registrar/ucc>

**Office of the Provost**

<https://www.uidaho.edu/provost/academic-initiatives/planning>

**Faculty Senate**

<https://www.uidaho.edu/governance/faculty-senate>

**Faculty Staff Handbook**

<https://www.uidaho.edu/governance/policy/policies/fsh>

**University Committee on General Education**

<https://www.uidaho.edu/academics/general-education/faculty-advisor-information/ucge>

**Idaho State Board of Education**

<https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/>

## Appendix C: Glossary of Terms

- **Academic Certificate:** A credential awarded for completion of a program of study consisting of twelve credits or more, representing a coherent body of knowledge that does not lead to a degree. A certificate must be defined as either a graduate academic certificate or an undergraduate academic certificate. For graduate certificates, at least half the credits completed must be in graduate level coursework. The State Board of Idaho defines this as an Academic Program. These are displayed on the transcript, but not on the diploma. There is also a separate certificate issued to the student upon completion.
- **Baccalaureate Degree:** A credential awarded to a student who earns a minimum of 120 credits with a defined curricular program of study. The State Board of Idaho defines this as an Academic Program.
- **Cross-Listed Course** - A cross-listed course is a single course offered collaboratively by two or more departments (e.g., ANTH 321 and AIST 321). Cross-listing is an academic process that allows two or more departments to share responsibility for the course and allows students to take the course together under two different subject prefixes. For courses to qualify for cross-listing, the programs must demonstrate that each program will be responsible for supplying resources to support the course.
- **Doctoral Degree:** A credential awarded for completion of requirements entailing at least three 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 (which can include the master's degree if approved by COGS). 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 but normally not more than three 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.
- **Emphasis:** One of two or more alternative course groupings within the same major. The differences between the emphases amount to 20 to 49 percent of the requirements of the major. These are not displayed on a student's diploma, but they are displayed on the transcript if they are part of the major's name.
- **Instructional Units:** Departments, Institutes, Offices, Centers, Divisions, Schools, Colleges, Campuses, Branch Campuses, and Research Units.
- **Joint-Listed Course** - A joint-listed course is a single course offered collaboratively by one department at two different academic levels (e.g., ENVS 415 and ENVS 515). Joint-listing is an academic process that allows students at two different levels to participate in a course simultaneously.

- **Major:** A principal field of academic specialization that accounts for 25 to 50 percent of the total degree requirements. These are displayed on both the transcript and diploma.
- **Master's Degree:** A credential awarded for completion of requirements entailing at least one but normally not more than two 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. Master's degrees often include thesis tracks and non-thesis tracks. The State Board of Idaho defines this as an Academic Program.
- **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. These are displayed on a student's transcript, but not on the diploma.
- **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. These are not displayed on a student's diploma, but they are displayed on the transcript if they are part of the major's name.
- **Shared Core Classes:** When a major includes emphases or options, there is often a core group of required classes shared among all the emphases or options. These are typically listed at the top of the list of required courses for the major.
- **Standard Course Number:** Specific course numbers that are pre-approved for use by any department per [Faculty Staff Handbook section 4130](#). Examples include Special Topics or Internships.