UNIVERSITY CURRICULUM COMMITTEE

**Course Approval Form**

**Instructions**: Clearly mark all changes using Track Change or strikethroughs for deletions and underlines for additions. Following the approval of the appropriate college curriculum committee, a single representative for the college will e-mail the completed form to the Academic Publications Editor in the Registrar’s Office for review by the University Curriculum Committee (UCC).

Incomplete forms will be returned to the college for correction and may delay their approval.

**Deadline:** This form must be submitted to the Academic Publications Editor by October 1st for inclusion in the next available General Catalog and to be available for scheduling beginning with the next summer semester.

**Submission Information**

|  |  |
| --- | --- |
| College |  |
| Department/Unit |  |
| Dept/Unit Approval Date |  |
| College Approval Date |  |

**Type of Change**

Check the box that applies for this change. Forms are limited to one course per form. In the case of joint-listed or cross-listed courses please provide a separate form for each course number/subject prefix.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Add a Course |  | Drop a Course |  | Change a Course |

Course Change: If you are submitting a course change please indicate the components of the course being changed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Title |  | Number |  | Credits |  | Recommended Preparation |
|  | Prerequisites |  | Co-Requisites |  | Description |  | Other |

Course Add or Drop: If you are submitting a course add or drop and the course is equivalent to dropped course or proposed course please include that course’s subject prefix and number.

|  |  |  |  |
| --- | --- | --- | --- |
| Subject Prefix |  | Number |  |

**Course Information**

**Clearly mark all changes using Track Change or strikethroughs for deletions and underlines for additions.**

**Note: Final course numbers are the decision of the Office of the Registrar. Please list your desired course number and the Academic Publications Editor will attempt to locate the closest available number if the number suggested isn’t available.**

|  |  |
| --- | --- |
| Title: |  |

Short Course Title (If the course title is longer than 30 characters)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Subject Prefix |  | Number |  |
| Credits |  | Prerequisites |  |
| Co-requisites |  |  |  |
| Description |  | | |

**Cross- and Joint-List Status**

**Cross-listed** course are offered between two or more academic units on campus, such as a course offered in both Conservation Social Science and Political Science. **Joint-listed** courses are offered between two or more levels, such as undergraduate and graduate. A course may be both cross-listed and joint-listed. Clearly mark all changes using Track Change or strikethroughs for deletions and underlines for additions.

|  |  |
| --- | --- |
| Add, Drop, or Change of Status |  |
| Cross-Listed Course(s) |  |
| Joint-Listed Course(s) |  |
| Date the affected Units approved of this change |  |

**Cooperative Course Approval (If Applicable)**

**Cooperatively offered** courses are open to students from Washington State University. These students are not required to pay the UI’s tuition, but the students are responsible for any other course fees. Students participating in these courses must be degree-seeking students at their home institution.

Statement of Purpose

*Co-operative programs are based on one or more of the following criteria*.

* **Strengthen the academic program** -- by providing access to complementary or unique program components (faculty, facilities, or other program related information or materials).
* **Support partnerships** -- funded research/grants.
* **Provide** **efficiencies** -- resource and/or fiscal efficienciesthat would not otherwise be available.

|  |  |
| --- | --- |
| Add, Drop, or Change of Status |  |
| Cooperative Course |  |

**Distance Education Availability**

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).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this course available via distance education?\* | Yes |  | No |  |

**Geographical Area Availability**

Identify the geographical area(s) this course will be offered in.

|  |  |
| --- | --- |
| Moscow |  |
| Coeur d’Alene |  |
| Boise |  |
| Idaho Falls |  |
| Other\* |  | Location(s) |  |

\*Note: If Other is selected identify the specific area(s) this program will be offered.

**Assessment**

Summarize how the learning outcomes will be assessed for the proposed course.

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|  |

**Rationale**

Rationale for the proposed change; include an explanation of how the department will manage the added workload, if any.

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|  |

**Office of the Registrar Information**

|  |  |
| --- | --- |
| Date Received by UCC Secretary |  |
| UCC Item Number |  |
| UCC Approval Date |  |
| General Curriculum Report Number |  |