

Materials linked from the January 9, 2015 Curriculum Council agenda.

Course Designator Request from:

College

School/Department

Degree Program

Criteria for Consideration	
1. Has course designator been used in last 6 years?	If yes, request will be denied.
2. Does content represented by course designator significantly overlap with content represented by other existing course designators?	If yes, request will be denied; cross-listing recommended instead
3. Is the course designator easily identifiable and associated with academic subjects/topics recognizable by field? Reference to suitable Classification of Instructional Programs (CIP) code is sufficient to demonstrate association, otherwise documentation of field recognition required.	If no, request will be denied.
4. Can the purpose of the new course designator be achieved through modification of the course title instead? e.g. QS 364 'Transgender Politics' --> WSGG 364 'QS: Transgender Politics'	If yes, course title modification recommended instead
5. Will a course designator change to current courses have a significant risk of a large number (>XX) of students unintentionally retaking the same course?	If yes, sufficient rationale for change and plans to minimize risk must be included or request will be denied.
a. How many courses have more than 50 students enrolled per year?	If more than XX , risk level is high; see 5.
b. Which courses will use this course designator and what is the combined student enrollment in these courses per year?	If few, course title modification recommended instead If more than XX , risk level is high; see 5.
c. Which of these courses are taken by students in other academic programs and what is the combined enrollment of students from other programs in these courses per year?	If more than XX , risk level is high; see 5.
6. Does the course designator align with other similar course designators at other higher educational institutions? List similar course designators from comparable institutions.	If no, sufficient rationale must be included or request will be denied.
7. Is the course designator easily identifiable by students? e.g. H --> History or Health? Use HIST or HHS instead.	If no, sufficient rationale must be included or request will be denied.
8. Has the academic program (major, minor, certificate) with which the course designator is associated been listed?	If no, request will be sent back for revision.
9. Has the management/oversight of the course designator been clearly defined?	If no, request will be sent back for revision.

NOTE: The current policy on cross-listing:

Cross-listing a course is a mechanism to facilitate multidisciplinary and interdisciplinary instruction. Cross-listed courses are offered by more than one department and a) contain the same title, credits, description, and prerequisites; b) have designators that reflect the departments offering the courses; and c) include a distinctive statement at the end of the description to indicate that the course is cross-listed.

Each participating unit must share in the development and teaching of the course. The Schedule Desk will not schedule different courses at the same time and place unless they are cross-listed. Proposing or changing a cross-listed course requires a Category II proposal and can be accomplished with a single proposal, but must include liaison with each

participating unit's department heads/chairs and colleges, and with other affected units (i.e. units that may use this course as a prerequisite).

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