

UHD Curriculog Course Forms for **AY28** Catalog

Please note that the forms may be updated with minor corrections/additions that may be slightly different from this form. All curriculum changes must be submitted through the appropriate Curriculog form online.

Please see our [online resource for Curriculum planning](#).

The content of the following forms can be found in this document.

UHD Curriculum Form 1.0: New Undergraduate Prefix

UHD Curriculum Form 1.1: New Undergraduate Course

UHD Curriculum Form 1.2: Change Undergraduate Course

UHD Curriculum Form 1.2A_Gen Ed Committee Core Curriculum Recommendation

UHD Curriculum Form 1.3: New Special Topics Course

UHD Curriculum Form 1.4: Delete Undergraduate Course

UHD Curriculum Form 1.5: New Common Core Course

UHD Curriculum Form 1.5A_SEM: Preliminary New Common Core Seminar Topic Proposal

UHD Curriculum Form 1.5B_SEM: Final New Core Course Seminar Topic Proposal

UHD Curriculum Form 1.6: New Graduate Course

UHD Curriculum Form 1.7: Change Graduate Course

UHD Curriculum Form 1.9: Delete Graduate Course

UHD Curriculum Form 1.0: New Undergraduate Prefix

New Prefix Information

New prefixes should follow best practices and common usage in the academy to the extent possible please take a look at other institutions with the same program areas as part of your decision-making process.

Some prefix changes have a broader range of impact than others (e.g., a prefix change in an area that has required courses in multiple degree plans); as such the timeline for making the change may be variable, so please allow sufficient time prior to catalog deadlines for consideration of the workload involved.

1. Institution (drop down)
2. Department (drop down)
3. Title of Program that will use the new prefix
4. New Prefix
5. New or existing program/area? (radio button, select one)
 - New program/area yet to be approved
 - Existing program/area
6. Enter the applicable code without the decimal points. Below is a sample for Psychology. Go to the following link for full list of CIP codes and funding: <http://www.txhighereddata.org/Interactive/CIP/>
7. Relevant CIP Code
8. Reason for Request
9. Effective Term for prefix

UHD Curriculum Form 1.1: New Undergraduate Course

NOTE: This form may be updated for the new catalog with minor corrections/additions.

1. Institution (drop down)
2. Department (drop down)
3. Course subject
4. Prefix
5. Course number
6. Please indicate why this course is identified as either a lower level (1000-2000) or upper level (3000-4000) course (e.g., prerequisite, role in curricular progression, outcomes, assignment types/rigor, etc.).
7. Course title
8. Abbreviated Course title (30 characters or less)—appears in schedule
9. Catalog description-- The language in this box is exactly what will appear in the catalog. Please proofread carefully and ensure that the description correlates plausibly with the objectives for the course.
10. Course learning outcomes
11. Lecture hours
12. Lab hours
13. Total credit hours
14. Grade mode (drop down)
15. Instructional method (drop down)
16. Can this course be repeated for credit? This means that the course can be retaken and students can get an additional 3 hours of credit toward the degree; this is *not* about repeating courses for grade replacement. A common repeatable course is something like special topics.
17. If yes, how many additional times can this course be repeated?
18. Prerequisite(s) -- Prerequisites should be clearly stated and relevant for the course content and level. Exact language from this box will automatically appear in the catalog. **If there is no prerequisite, please leave the box blank.**
19. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite. **If there is no corequisite, please leave the box blank.**
20. Equivalent courses-- Below please list equivalent or cross listed courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. If there is an equivalent course, you must also send the same changes through under that prefix/number. If there is no equivalent course, please leave the box blank.
21. CIP code without decimal points
Classification of Instructional Programs (CIP)
To find the appropriate CIP code and funding code, click the following link:
<http://www.txhighereddata.org/Interactive/CIP/>
Choose the appropriate eight-digit code and enter it in Item 22 below without decimal points. As an example, for a course in Comparative Psychology, the appropriate CIP code would be 42270200.
If uncertain about the appropriate code, enter your best guess. The funding code (entered in Item 21) is the two-digit code in the middle column.
22. Funding code
23. Similar courses-- Are there similar courses available in the catalog? If so, please describe

how your course minimizes duplication of effort. *Note: While we do not expect extensive labor and detailed comparison, we ask that faculty consider to what extent their course may overlap with others. If there is overlap, then we ask faculty to speak to their chairs prior to submission to minimize and/or address concerns that may arise later in the process.*

24. Why is this course needed? -- In this box, please offer specific information that is motivating the proposal which may include assessment findings, faculty experience, clarity of course content, student success strategies, etc.
25. Relevance for or Impact on other programs. - Explain how this new course may affect other departments or degree programs. Consider running an impact report by clicking the "Run Impact Report" button in the top left corner of the proposal form. The impact report can show you which other courses or programs reference this course
26. Course Designation for Impact Practice - Courses that meet the established definitions for impact practices in undergraduate research or filed experience/internships may be officially designated as such by approval of the UCC. This designation applies to all sections of the course. If you are seeking Study Abroad designation or Service-Learning designations, those are typically per section and are approved through the Impact Learning Office.
27. We would like this course to be considered for one or more of the following designations:
 - Undergraduate Research (A mentored investigation or creative inquiry conducted by undergraduates that seeks to make a scholarly or artistic contribution to knowledge. (Approved by UCC; is from the Council of Undergraduate Research)
 - Internship/Field Experience (Per UCC approval in 2016: In internships, students gain direct experience in a work setting and benefit from being supervised by a professional in the field. A high-impact internship will be student-centered, includes a reflection component, involves feedback for the student, and allows the student to gain exposure to experiential learning. Internships should result in a product that represents the student's integration of the academic and professional benefits of the experience. Products can include, but are not limited to, written reflections, oral presentations, or documentation of a substantial product created in partnership with the internship host.)
 - Other (if the course itself might be SL or Study Abroad permanently, indicate it here and UCC will coordinate with ILO on review and approval)
28. Qualified faculty as approved by UCC— this is part of our effort to keep up with faculty credentialing. Existing faculty may need to be re-credentialed for the new course so please be sure to have this conversation with your department chair. Please name at least one full-time faculty member who has credentials to teach this course. If you do not currently have a full-time faculty member with credentials to teach this course, please enter None and then answer the next question.
29. If you answered “none” above, please enter the name of the full-time faculty member or academic administrator responsible for qualified staffing and maintenance of this course.
30. Requires Degree plan change? **[NOTE: if you are adding this course to a degree plan as a requirement or to a list of courses, you must submit a separate form for the updated degree plan in Curriculog as well.]**
31. Effective Term (when course will be first offered—this cannot be earlier than the fall of the next catalog cycle; you cannot offer a course that does not appear in the catalog)

Attachments:

- Course syllabus –should contain minimally the course description as it will appear in the catalog, learning outcomes, required materials, schedule of topics, grading/assessment method
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculum Form 1.2: Change Undergraduate Course

NOTE: this form may be updated for the new catalog with minor corrections/additions

For existing courses, many of these fields will populate when you import the current catalog information.

1. Is this a change to a Core Course or do you intend to edit a course for inclusion in the Core Curriculum? [if yes—it will go to Gen Ed Committee before UCC]

NOTE: No Number or Prefix Changes - *If a course number or prefix needs to be changed you must submit a Course Deletion Form to delete the course and then submit a New Course Form.*

2. Type of course change:

Existing Course Information (Imported from Catalog (formerly known as Acalog))

3. Institution (drop down)
4. Department (drop down)
5. Course Subject
6. Prefix
7. Course Number

Note: Anything you write in this form is reflected in the catalog.

If title is longer than 30 characters (including spaces) enter abbreviated title using 30 characters or less (includes spaces). If title is originally 30 characters or less enter title again. This abbreviation will appear in the schedule.

8. Course Title
9. Abbreviated Course title (30 characters or less)—appears in schedule
10. Catalog description-- The language in this box is exactly what will appear in the catalog. Please proofread carefully and ensure that the description correlates plausibly with the objectives for the course.
11. Course learning outcomes - Once approved, these course learning outcomes should be consistent across all sections of the course when it is offered. [If this is a core course, please be sure you are including the required outcomes for the appropriate core area.]
12. Lecture hours
13. Lab hours
14. Total credit hours
15. Can this course be repeated for credit? This means that the course can be retaken and students can get an additional 3 hours of credit toward the degree; this is *not* about repeating courses for grade replacement. A common repeatable course is something like special topics.
16. If yes, how many times can this course be repeated?
17. Prerequisite(s) -- Prerequisites should be clearly stated and relevant for the course content and level. Exact language from this box will automatically appear in the catalog. **If there is no prerequisite, please leave the box blank.**

18. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite. If there is no corequisite, leave the box blank.
19. Equivalent or Cross listed courses-- Below please list equivalent or cross listed courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. If there is an equivalent course, please be sure to also send the same changes through under that prefix/number. If there is no equivalent course, leave the box blank.
20. Why is this course needed?: Explain how course change may affect other departments or degree programs. Consider running an impact report by clicking "Run Impact Report" button in the top left corner of the proposal form. The impact report can show you which other courses or programs reference this course.
21. Relevance for or Impact on other programs –please consider running an impact report as you consider the implications for other courses or programs by clicking “Run Impact Report” in the top left corner. The impact report can show you which other courses or programs reference this course.

Note: *Courses that meet the established definitions for impact practices in undergraduate research or field experience/internships may be officially designated as such by approval of the UCC. This designation applies to all sections of the course. If you are seeking Study Abroad designation or Service-Learning designations, those are typically per section and are approved through the Impact Learning Office.*

22. We would like this course to be considered for one or more of the following designations:
 - Undergraduate Research (A mentored investigation or creative inquiry conducted by undergraduates that seeks to make a scholarly or artistic contribution to knowledge. (Approved by UCC; is from the Council of Undergraduate Research))
 - Internship/Field Experience (Per UCC approval in 2016: In internships, students gain direct experience in a work setting and benefit from being supervised by a professional in the field. A high-impact internship will be student-centered, includes a reflection component, involves feedback for the student, and allows the student to gain exposure to experiential learning. Internships should result in a product that represents the student's integration of the academic and professional benefits of the experience. Products can include, but are not limited to, written reflections, oral presentations, or documentation of a substantial product created in partnership with the internship host.)
 - Other (if the course itself might be SL or Study Abroad permanently, indicate it here and UCC will coordinate with ILO on review and approval)
23. Does this require degree plan change? **NOTE:** If you are adding this course to a degree plan as a requirement or to a list of courses, you must submit a separate form for the updated degree plan in Curriculog as well.
24. Effective Term of Change (when course will be first offered—this cannot be earlier than the fall of the next catalog cycle; you cannot offer a course that does not appear in the catalog)

Please attach any required files by clicking the paper clip icon on the right.

NOTE: If prerequisites, last two digits of course number, and/or course title are the only changes, no Syllabus or Outcomes Matrix needed. For all other changes, you must submit both a syllabus and an outcomes matrix.

Attachments:

- Course syllabus – should contain minimally the course description as it will appear in the catalog, learning outcomes, required materials, schedule of topics, grading/assessment method
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculum Form 1.2A: Gen Ed Committee Core Recommendation

GEC Recommendations for UCC Consideration

This form should be used **ONLY** by the General Education Committee to track official recommendations to UCC regarding the core curriculum at UHD.

Note: Individual faculty proposals related to the Core must be submitted in other Curriculog forms as appropriate.

1. Institution (drop down)
2. Department (choose GEC)
3. (a). Brief title of type of change being recommended
(b). Description of recommendation
4. Justification of recommendation, if relevant
5. Identify any impact on programs or courses outside the core curriculum
6. If this is a change in the Core Curriculum itself, please indicate the fall term in which you would like it to become effective.

Attachment List

If any of the recommendations affect catalog content, the GEC must attach a track-changed version of the appropriate catalog section(s).

If this is a recommendation regarding assessment, attachments may include relevant reports, data, etc.

Required Attachment:

GEC has attached all documentation required to support this recommendation or request.

NOTE: *This proposal is for individual topic titles to be offered under your program's existing special topics course (e.g. MATH 3390 Special Topics in Mathematics). Once a new course is taught under a "Special Topics" designation, it may be offered no more than two more times within a five-year period (see PS 03.A.12.).*

If you want to create an entirely new special topics course for your program (e.g., a new 3390), you must submit a new course proposal.

1. Institution (drop down)
2. Department (drop down)
3. Course subject
4. Prefix—this should be an existing course subject/prefix/number that your department has established for the special topics option
5. Course number
6. Special Topics Section Title - If title is longer than 30 characters (including spaces) enter abbreviated title using 30 characters or less (includes spaces). If title is originally 30 characters or less enter title again. This abbreviation will appear in the schedule.
7. Semester to be offered
8. How many times within the last five years have you offered this special topics course?
9. Level of Course (Undergraduate or Graduate)
10. Summary of Special Topics Section Content—this is the information unique to your version of the special topics course
11. Course Learning Outcomes

Please attach any required files by clicking the paper clip icon on the right.

Check:

- I have completed all relevant parts of the form

Attachments:

- Course syllabus— this should be a full syllabus per policy requirements
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculum Form 1.4: Delete Undergraduate Course

Many of these fields will populate when you import the current catalog information. [VERIFY that this form requires import.]

Please be aware that when you delete a course, you will not be able to reuse the course number in future planning.

1. Are you deleting a Course in the General Education Core Curriculum? If so, you should first communicate with the General Education Committee and this form will go to GEC before going to UCC.
2. Institution (drop down)
3. Department (drop down)
4. Course subject
5. Prefix
6. Course number
7. Title
8. Catalog Description
9. Justification for deleting course
10. Impact on other programs - Consider running an impact report by clicking the "Impact Report" button in the top left corner of the proposal form. The impact report can show you which other courses or programs reference this course.

Please compare the following text against the other forms in same area they should all be the same and specify that cross-listed courses have shared description, title, outcomes, AND prerequisites and use the word have instead of are. We may also need to add language in all forms to explain how to do the cross-listed courses in Curriculog now maybe as part of the yes/no pathway on is there an equivalent course.

11. Is there an equivalent course? Equivalent or cross listed courses - this means they have the same course (title, outcomes, description, prerequisites), but with different prefixes or numbers.
12. If yes, does the equivalent course need to be deleted as well?
13. List equivalent course(s) and send each one through as a deletion on a separate Curriculog form.
14. Effective Term of Deletion (cannot be earlier than the next catalog cycle)
NOTE: if this affects the degree plan, you must submit a separate degree plan change form in Curriculog to be sure the course is removed.

UHD Curriculum Form 1.5: New Common Core Course

NOTE: *This form may be updated for the new catalog with minor corrections/additions. Prior to submitting this form, please communicate with the Chair of the General Education Committee to be sure that you have all the needed information.*

New Common Core Course Proposal

All Common Core Courses are part of the General Education Curriculum (GEC). GEC courses must meet appropriate core area requirements and will be reviewed and approved by the UHD General Education Committee prior to UCC review. We recommend that you contact the GEC chair regarding a new core course proposal to ensure that all requirements can be addressed. Core courses serve a university-wide function and must address common outcomes; we therefore ask faculty to provide a fairly detailed set of course materials for review. You'll need to include signature assignments and specific assignment schedules as well as fully mapped assignments to outcomes and semester course scheduling that reflects how the course design integrates the content and assignments to meet the requirements for the relevant foundational core area.

You can find GEC membership and other helpful resources on our General Education website.

If you would like to propose a new Seminar course for freshmen or transfer students, please submit your proposal through the "New Seminar Course" form.

1. Will this course be included in the UHD core curriculum? If NO, please stop and instead use Curriculum Form 1.1: Undergraduate - New Course.
If YES, please note that any changes to the UHD core curriculum require approvals by the state after UHD-internal approvals are granted. Therefore, all new core course proposals should arrive at the General Education Committee level of approval by October 5th to maximize chances for inclusion in the catalog for Fall of the next academic year.
We strongly recommend you consult with the Chair of the General Education Committee early in your submission process to ensure that the course includes appropriate learning outcomes and Signature Assignments. Committee membership and other resources are available on our General Education website.
As part of this process you must also submit the actual Signature Assignments you are proposing as part of the course to address core assessment requirements.
2. Institution (drop down)
3. Department (drop down)
4. Course subject
5. Prefix
6. Course number
7. Please indicate why this course is identified as either a lower level (1000-2000) or upper level (3000-4000) course (e.g., prerequisite, role in curricular progression, outcomes, assignment types/rigor, etc.).
8. Course title - Anything you write in this form is reflected in the catalog.
If title is longer than 30 characters (including spaces) enter abbreviated title using 30

characters or less (includes spaces). If title is originally 30 characters or less enter title again. This abbreviation will appear in the schedule.

9. Abbreviated Course title (30 characters or less)—appears in schedule
10. Catalog description-- A core course catalog description must align with the THECB's definition of courses in the Foundational Component Area (FCA). Please review the THECB's definitions for FCAs when developing your course description.
11. Foundational Component Area - All core courses must serve one of the 8 component areas. Course assigned to each component area must align with the component area definition and must include content that helps students develop knowledge and skills related to each assigned objective. Foundational Component Area definitions and assigned core objectives may be found here.
<https://www.uhd.edu/academics/Pages/UHD%20GEP%20Common%20Core%20Resources.aspx>
12. Core Objectives and learning outcomes - The objectives for the Foundation Component Areas (FCAs) are mandated by the THECB and associated learning outcomes were established by UHD faculty for all courses within each FCA. Thus, any outcomes changes will affect the entire set of courses in the FCA. Core courses should address all outcomes listed, but may develop content-appropriate versions in consultation with colleagues and the Gen Ed committee. See the assigned course outcomes in the proposal form for your area.
13. Rationale for inclusion in core - Please provide clear and specific explanation for request to add this course to the core curriculum. This information will be used not only to guide UHD review but also to present a case to the State when we submit our core changes to the THECB.
14. Lecture hours
15. Lab hours
16. Total credit hours
17. Grade mode (drop down)
18. Instructional method (drop down)
19. Prerequisite(s)-- Core course prerequisites must be within the core areas or developmental curriculum and should be on par with other courses in the same FCA. Common course prerequisites and co-requisites may be found by reviewing existing core courses in the band you selected. If there is no prerequisite, please leave the box blank.
20. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite.
21. CIP code without decimal points - Enter the applicable code without the decimal points. Below is a sample for Psychology. Go to the following link for full list of CIP codes and funding: <http://www.txhighereddata.org/Interactive/CIP/>
22. Funding code
23. Equivalent Courses - Below please list equivalent courses (leave blank if no equivalent courses)—these are courses with the same title, description, outcomes, and prerequisites but with different prefixes and numbers. Note that if you have an equivalent course, you must select the “cross listing option” to the right of this form to create a parallel section under the equivalent prefix/number.
24. Similar Courses - Are there similar courses available in the catalog? If so, please describe

how your course minimizes duplication of effort. Note: While we do not expect extensive labor and detailed comparison, we ask that faculty consider to what extent their course may overlap with others. If there is overlap, then we ask faculty to speak to their chairs prior to submission to minimize and/or address concerns that may arise later in the process.

25. Total sections of courses to be offered each long semester - In order to maximize university-wide planning for core course offerings, please provide estimates for the staffing plans and sections for this course.
26. Recommended section capacity
27. Issues/Considerations related to T/TT coverage - As part of larger faculty planning, UHD may consider issues of T/TT coverage rates for core courses. Therefore, please estimate T/TT coverage potential for this class and explain any other staffing issue that may be relevant (e.g., if the class will not be offered every semester, or if it is a team-taught class).
28. Number of sections projected to be taught by T/TT faculty each long semester
29. Effective Date

Attachments:

- Completed New Core Course Proposal Form (see GEC website—link)

UHD Curriculum Form 1.5A_SEM: Preliminary New Common Core Seminar Topic Proposal

Preliminary New Core Seminar Topic Proposal

Please note that this form is specifically for the first step in proposing a new seminar topic and you will submit a final version of your seminar in form 1.5B_SEM. If you want to propose a new core course that is NOT a seminar, please use form 1.5 New Core Course.

Thank you for your interest in supporting student success with a new Seminar in our core curriculum! UHD offers two types of seminars: a First-Year Seminar(FYS) and a University Seminar (US) for Transfer Students.

In both cases, the Seminar will fall within one of the 8 core curriculum areas. That is why we have UHD 1301-1308 (FYS) and UHD 2301-2308 (US).

If you plan to propose a FYS, you should first read our FYS Information Resource about the FYS to understand the goals and content expected as well as the timeline for the process of approvals. The first step in proposing your seminar is essentially a draft -- do your best to build a description and syllabus based on what you have read about the seminar. Once you submit this form, the GEC chair will provide you some initial feedback and you'll get support from the First-Year Seminar Coordinator to refine your proposal.

Once you've gone through the support process, you will submit for final approval via Form 1.5B_SEM Final New Common Core Seminar Topic Proposal. It will be reviewed by your department committee, your chair, your dean, and the GEC. You can find GEC membership and other helpful resources on our General Education website.

1. Institution (drop down)
2. Name(s) of faculty proposer(s) of this Seminar
3. Department (drop down)
4. General core area - Choosing a General Core Area (see list of areas and outcomes): UHD has established general course numbers and fixed titles for seminars that correspond to our foundation component areas and they all have a UHD prefix--UHD 1301-1308 for First-year seminars and UHD 2301-2308 for University seminars. Be sure to choose the one that best matches your content area.
5. For UHD 1301/UHD 2301 Classes **ONLY**. Is this a written or an oral communication course?
6. Topic specific seminar title(for your topic but aligned with general seminar area) - As noted, seminars have fixed, general catalog titles and descriptions. However, you need a title specific to your seminar and informative for students as well as a description specific to your topic. Thus, please provide the full title for your specific seminar and description.
7. Topic specific course description (for your topic but aligned with general description in the core area)

Attachment List

- I have attached a draft of my syllabus for the seminar that has the parts required in the FYS Information Resources

**UHD Curriculum Form 1.5B_SEM: Final New Core Course Seminar Topic Proposal
New Seminar Topic Final Proposal**

Please note that this form is specifically for the final step in proposing a new seminar topic. You should have already gone through Curriculog form 1.5A_SEM and worked with the GEC chair and FYS coordinator.

If you want to propose a new course that is NOT a seminar, please use form 1.5 New Core Course. UHD offers two types of seminars: a First-Year Seminar(FYS) and a University Seminar (US) for Transfer Students.

In both cases, the Seminar falls within one of the 8 core curriculum areas. That is why we have UHD 1301-1308 (FYS) and UHD 2301-2308 (US).

The proposal will be reviewed by your department committee, your chair, your dean, and the GEC. You can find GEC membership and other helpful resources on our General Education website.

1. Institution (drop down)
2. Name(s) of faculty proposer(s) of this Seminar
3. Department (drop down)
4. General core area - Choosing a General Core Area (see list of areas and outcomes): UHD has established general course numbers and fixed titles for seminars that correspond to our foundation component areas and they all have a UHD prefix--UHD 1301-1308 for First-year seminars and UHD 2301-2308 for University seminars. Be sure to choose the one that best matches your content area.
5. For UHD 1301/UHD 2301 Classes **ONLY**. Is this a written or an oral communication course?
6. Topic specific seminar title(for your topic but aligned with general seminar area) - As noted, seminars have fixed, general catalog titles and descriptions. However, you need a title specific to your seminar and informative for students as well as a description specific to your topic. Thus, please provide the full title for your specific seminar and description.
7. Topic specific course description (for your topic but aligned with general description in the core area)

Attachment List

- I have attached a final version of my syllabus for the seminar that meets requirements for seminar syllabi

UHD Curriculum Form 1.6: New Graduate Course

NOTE: this form may be updated for the new catalog with minor corrections/additions

1. Institution (drop down)
2. Department (drop down)
3. Course subject
4. Prefix
5. Course number
6. Please indicate why this course is identified as either a lower level (1000-2000) or upper level (3000-4000) course (e.g., prerequisite, role in curricular progression, outcomes, assignment types/rigor, etc.).
7. Course title - Anything you write in this form is reflected in the catalog.
8. If title is longer than 30 characters (including spaces) enter abbreviated title using 30 characters or less (includes spaces). If title is originally 30 characters or less enter title again. This abbreviation will appear in the schedule.
9. Abbreviated Course title (30 characters or less)—appears in schedule
10. Catalog description-- The language in this box is exactly what will appear in the catalog. Please proofread carefully and ensure that the description correlates plausibly with the objectives for the course.

11. Course learning outcomes
12. Lecture hours
13. Lab hours
14. Total credit hours
15. Grade mode (drop down)
16. Instructional method (drop down)
17. Can this course be repeated for credit? This means that the course can be retaken and students can get an additional 3 hours of credit toward the degree; this is *not* about repeating courses for grade replacement. A common repeatable course is something like special topics.
18. If yes, how many additional times can this course be repeated?
19. Prerequisite(s)-- Prerequisites should be clearly stated and relevant for the course content and level. Exact language from this box will automatically appear in the catalog. **If there is no prerequisite, please leave the box blank.**
20. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite. **If there is no corequisite, please leave the box blank.**
21. Equivalent courses-- Below please list equivalent or cross listed courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. If there is an equivalent course, you must also send the same changes through under that prefix/number. If there is no equivalent course, please leave the box blank.
22. CIP code without decimal points - To find the appropriate CIP code and funding code, click the following link: <http://www.txhighereddata.org/Interactive/CIP/> Choose the appropriate eight-digit code and enter it in Item 22 below without decimal points. As an example, for a course in Comparative Psychology, the appropriate CIP code would be 42270200.
If uncertain about the appropriate code, enter your best guess. The funding code (entered in Item 21) is the two-digit code in the middle column.
23. Funding code
24. Similar courses-- Are there similar courses available in the catalog? If so, please describe how your course minimizes duplication of effort. *Note: While we do not expect extensive labor and detailed comparison, we ask that faculty consider to what extent their course may overlap with others. If there is overlap, then we ask faculty to speak to their chairs prior to submission to minimize and/or address concerns that may arise later in the process.*
25. Why is this course needed? -- In this box, please offer specific information that is motivating the proposal which may include assessment findings, faculty experience, clarity of course content, student success strategies, etc.
26. Qualified faculty as approved by UCC— this is part of our effort to keep up with faculty credentialing. Existing faculty may need to be recredentialed for the new course so please be sure to have this conversation with your department chair. Please name at least one full-time faculty member who has credentials to teach this course. If you do not currently have a full-time faculty member with credentials to teach this course, please enter None and then answer the next question.

27. If you answered “none” above, please enter the name of the full-time faculty member or academic administrator responsible for qualified staffing and maintenance of this course.
28. Requires Degree plan change? [**NOTE:** if you are adding this course to a degree plan as a requirement or to a list of courses, you **must submit a separate form** for the updated degree plan in Curriculog as well.]
29. Effective Term (when course will be first offered)—this cannot be earlier than the fall of the next catalog cycle; you cannot offer a course that does not appear in the catalog

Attachments:

- Course syllabus –should contain minimally the course description as it will appear in the catalog, learning outcomes, required materials, schedule of topics, grading/assessment method
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculum Form 1.7: Change Graduate Course

NOTE: *this form may be updated for the new catalog with minor corrections/additions*

For existing courses, many of these fields will populate when you import the current catalog information.

1. Type of course change:

NOTE: *No Number or Prefix Changes - If a course number or prefix needs to be changed you must submit a Course Deletion Form to delete the course and then submit a New Course Form.*

2. Institution (drop down)

3. Department (drop down)

4. Course Subject

5. Prefix

6. Course Number

7. Course Title

8. Abbreviated Course title (30 characters or less)—appears in schedule

9. Catalog description-- The language in this box is exactly what will appear in the catalog. Please proofread carefully and ensure that the description correlates plausibly with the objectives for the course.

10. Course learning outcomes - Once approved, these course learning outcomes should be consistent across all sections of the course when it is offered.

11. Lecture hours

12. Lab hours

13. Total credit hours

14. Can this course be repeated for credit? This means that the course can be retaken and students can get an additional 3 hours of credit toward the degree; this is *not* about repeating courses for grade replacement. A common repeatable course is something like special topics.

15. If yes, how many times can this course be repeated?

16. Prerequisite(s)-- Prerequisites should be clearly stated and relevant for the course content and level. Exact language from this box will automatically appear in the catalog. **If there is no prerequisite, please leave the box blank.**

17. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite. If there is no corequisite, leave the box blank.

18. Equivalent or Cross listed courses-- Below please list equivalent or cross listed courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. If there is an equivalent course, you must also send the same changes through under that prefix/number. If there is no equivalent course, leave the box blank.

19. Rationale for change: In this box, please offer specific information that is motivating the proposal which may include assessment findings, faculty experience, clarity of course content, student success strategies, etc.
20. Relevance for or Impact on other programs
21. Does this require degree plan change? **NOTE:** If you are adding this course to a degree plan as a requirement or to a list of courses, you must submit a separate form for the updated degree plan in Curriculog as well.
22. Effective Term (when course will be first offered)—this cannot be earlier than the fall of the next catalog cycle; you cannot offer a course that does not appear in the catalog

Please attach any required files by clicking the paper clip icon on the right.

NOTE: If prerequisites, last two digits of course number, and/or course title are the only changes, no Syllabus or Outcomes Matrix needed. For all other changes, you must submit both a syllabus and an outcomes matrix.

Attachments:

- Course syllabus – should contain minimally the course description as it will appear in the catalog, learning outcomes, required materials, schedule of topics, grading/assessment method
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculum Form 1.9: Delete Graduate Course

Many of these fields will populate when you import the current catalog information.

Please be aware that when you delete a course, you will not be able to reuse the course number in future planning.

1. Institution (drop down)
2. Department (drop down)
3. Course subject
4. Prefix
5. Course number
6. Title
7. Catalog Description
8. Justification for deleting course
9. Is there an equivalent course? Equivalent or cross listed courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers.
10. If yes, does the equivalent course need to be deleted as well?
11. List equivalent course(s)—you will need to submit a separate deletion form in Curriculog for each of the equivalent course prefixes/numbers.
12. Effective Term of Deletion—cannot be earlier than the next catalog cycle

NOTE: If this affects the degree plan, you must submit a separate degree plan change form in Curriculog to be sure the course is removed.