

College of Arts and Sciences

Curriculum Change Process Guidelines

August 2012

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College of Arts & Sciences Curriculum Change Process Guidelines

All curriculum proposals must be received from academic units by the Dean's Office by the 20th of the month to be considered at the following month's College Curriculum Committee meeting (so to be considered for the October meeting, proposals must reach us by September 20). Please note that proposals for new courses with ACE certification will take longer than non-ACE course proposals to work their way through the system (see "Flow chart for approval of curriculum proposals" on the Arts & Sciences website; click on "Administrative Resources," then "Curriculum.")

I. How to propose new courses and changes to existing courses using the online course approval system (CREQ)

The University's Course Approval system (CREQ) is used for all new courses proposals, changes to courses, removal of courses and requests regarding ACE certification, recertification or decertification for an undergraduate course. Anyone with a Blackboard account has access to the system. Go to <http://creq.unl.edu/> and log in with your Blackboard user name and password. If you want to use the system but do not have a Blackboard account, please contact Mary Klucas (mary.klucas@unl.edu) for assistance.

NOTE: CREQ does not have an automatic backup while creating a proposal and will time out if left too long. It is recommended that you copy the information from a MS Word document (or similar program) into the proposal to lessen the likelihood of losing information.

There are several levels of approval before the proposal receives final approval. Those are

Submitter → college curriculum facilitator → university curriculum facilitator → department approval → received by College Curriculum and Advising Committee (CCAC) → University Curriculum Committee (UCC)/ACE Subcommittee → Graduate Studies.

From start to finish it can take two to three months for a course to go through the approval levels provided there aren't any revisions needed for the proposal. The need for revisions can add another month or two.

CCAC approvals can be found at <http://cas.unl.edu/ccac.shtml>.

University level approvals can be found at <http://creq.unl.edu/>, select UCC Activity. Approvals for the UCC, ACE Subcommittee and Graduate Council are all included in the same document. NOTE: This can be checked without logging in to CREQ.

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Search this site, all UNL or for a person

University Curriculum Approval

UNL > University Curriculum Approval Welcome

My Requests New Request Curriculum Search UCC Activity

Welcome

Main Menu

- My Requests
- New Request
- Curriculum Search
- UCC Activity

Messages

Course Approval is a UNL on-line curriculum request system developed to process new curriculum or changes in both undergraduate and graduate curriculum. Users of the system must have approval. Contact Brooke Glenn in Undergraduate Education at 402-472-6023 for information.

Please note that the Login link has been moved to the very top of the page for consistency purposes.

A. Creating a proposal for a new course, without ACE certification:

- Select “new request” to start a proposal. NOTE: Any heading in red font is required. You will not be able to submit your proposal if the information is omitted.

UNIVERSITY OF NEBRASKA-LINCOLN

Mary Klucas

Search this site, all UNL or for a person

UNL > University Curriculum Approval > Welcome

My Requests New Request Curriculum Search UCC Activity

Welcome

Main Menu ▾

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Please note that the **Login** link has been moved to the very top of the page for consistency purposes.

- **Screen 1: Fill in department code and proposed course number.** Some departments use a letter after their course numbers, for example ENGL 333A. If your department doesn't use letters, then leave that space blank. NOTE: If you are creating a 400/800 level course, only insert the undergraduate number at this point.

My Requests New Request Curriculum Search UCC Activity

Course Approval

Course Request Policies

Course Request Process: Search for course

Subject Code (Usually four letters)
GLST

Course Number
423

Alpha Suffix (optional)

Submit

- **Screen 2: Pick what action you want to take: Request a new course**

The course GLST 423 does not yet exist. You may:

- Request a new course ←
- Request a new course with Integrated Studies status
- Request a new course with ACE certification
- Return to Search

- **Screen 3: Making your request:**

- 1. Course ID:**

Prompts you for a course title.

Course ID

Subject Code: Course Number: Alpha Suffix:

Course Title:

- 2. Crosslistings:**

Crosslistings

This box allows you to request a **cross-listing**. If applicable, click on “cross-list” and add the department code and number for the other unit (check with that unit to get a valid number). Also in this box is a prompt for “**graduate tie-in**,” click on it if you want to include an 800-level component with your 400-level undergraduate course. This should automatically fill-in the 800-level component for you.

Crosslistings

Subject: Course Number: Course Letter:

- 3. Course Groups:**

Course Groups

This box allows you to add a course group. Currently, Anthropology, History, Mathematics, and Political Science are the only departments in the college with these group/filters in place.

- 4. Activity:**

Activity

Type Hours per week

Click on “add an activity,” then use the drop-down menu to choose the activity type. Regular classroom courses are always at least partly Lecture (LEC) (which just means the class meets as a whole in a classroom; it does not refer to a teaching method). If part of the course’s credit will be for a lab and/or recitation section, click again on “add an activity” until you have added all components of your course.

Hours per week: Enter the number of contact hours students will actually have per week for each activity. The total number of hours you list does not have to correspond to the number of credit hours students will earn in the course; some labs, for example, are worth one credit hour but require more than one hour per week of student lab time. (For example, the Bulletin listing for BIOS 473/873 reads (4 cr) Lec 3, lab 4, meaning that students earn four credit hours in the course, but will spend three hours per week in the classroom and four in the lab.)

5. Credit hours:

Credit Hours

Credit (leave blank if not defined)	Terms Offered (Remove terms never taught)
Single Values <input type="text"/>	<input checked="" type="checkbox"/> Fall
Range <input type="text"/> - <input type="text"/>	<input checked="" type="checkbox"/> Spring
Max per Semester <input type="text"/>	<input checked="" type="checkbox"/> Summer
Max per Degree <input type="text"/>	

For regular courses, just fill in the number of credit hours in the “single values” space. The spaces for “range” and “Max per degree” only come into play if you are proposing a course that receives variable credit, such as an independent study course or an internship. (See Appendix C for further information.)

Terms offered: Leave all of them checked unless you are certain your unit will NEVER offer the course during a particular term. Once you uncheck a term you CANNOT offer the course that semester.

6. Prerequisites:

Prerequisite

B *I* U \times \times^2 

Enter any prerequisites for your course here. If there are no prerequisite leave it empty.

7. Notes:

Notes

B *I* U \times \times^2 

Notes should include any special information students need to know that is not part of the course description. (For example, Geography 140, Introduction to Human Geography, has a note reading, “Students who have previously taken GEOG 100 may not receive credit for GEOG 140.”) **Most courses do not have a note, so don’t put one in unless you think it is necessary.**

8. Description:

Description

B *I* U

The description here is for the Bulletin. It should be a short summary of what the course will cover regardless of changes in instructor. Bulletin conventions include the use of brief descriptive phrases rather than complete sentences. Do not include lists of assignments or descriptions of the unit's teaching philosophy. The course description identifies *what* is to be covered rather than *how* a course will be taught. For example, ENGL 245J, Jewish-American Fiction: "Twentieth century novels and short stories by major Jewish-American authors."

9. Additional Information:

Additional Information

Grading: ☐ Unrestricted ☐ Letter Grade Only ☐ Pass / No Pass Only

Delivery Method(s): ☒ Classroom ☐ Web

Campus(es): ☒ UNL ☐ UNO ☐ UNMC

☐ UNK

ACE/IS/ES Status: ☐ ACE ☐ Integrated Studies ☐ Essential Studies

Effective Term: No sooner than Spring 2012 ▼

Grading: For regular classes, check "unrestricted," meaning that students can normally choose whether to take the course for a grade or pass/no pass (subject to University, College, and department rules governing how many pass/no pass hours they can count toward graduation). If you do not want students to have the pass/no pass option, check "grade only." Many departments offer internships on a pass/no pass basis only. It is recommended to add a statement in the "Note" box above if a course is letter grade only or pass/no pass only.

Delivery methods: Check all that apply.

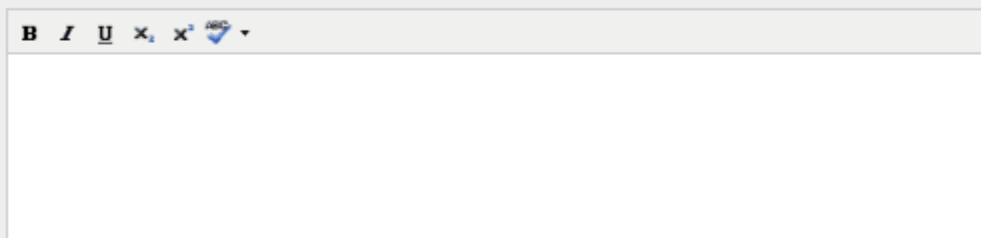
Campuses: Check all that apply. Most courses will be UNL only.

ACE/IS/ES Status: These boxes cannot be selected by submitter.

Term effective: The system will automatically list the earliest date the proposal can be effective. You have the option to select future terms. If you are making significant changes to a course (especially in course number and/or course title) we recommend that the effective date be set for the following fall to allow for the changes to be programmed in DARS and to avoid confusion when students are registering for classes. In fact, the College Curriculum and Advising Committee may request an effective date consistent with the next year's bulletin if it foresees problems with making the change immediately.

10. Justification:

Justification



Explain how the new course fits into the department and College curriculum and its potential impact on the major and/or minor. A short paragraph is ample.

11. Required Materials:

Required Material

Syllabus (Required)

Add File

Syllabus: The syllabus should include a list of texts and equipment to be used in class, course requirements (exams, papers, lab projects, presentations, etc.), information about how grades will be determined, and UNL's statement on accommodations for students with disabilities. (See www.unl.edu/svcaa/teaching@unl for UNL's syllabus policy.) **Include a grading scale and a list of papers, exams and other assignments that will contribute to the students' grades, along with the exact or approximate value of those assessments, either in points or percent of total grade.** For 400/800-level courses, indicate the different or additional work graduate students will complete.

12. Supportive Material:

Supportive Material

Cross-list Memo (Required if applicable)

Add File

Additional Documentation (Optional)

Add File

Allowed file types for attachments are:

- Rich Text Format (.rtf)
- Portable Document Format (.pdf)
- OpenDocument Text (.odt)
- MS Word Documents (.doc)
- Office Open XML (.docx)

Preview

Cancel

Cross-list memo: If you plan to cross-list your course, upload a letter or e-mail from the other department giving their permission for you to do so. You must also have a letter of permission if you make another department's class a prerequisite for yours.

Additional documentation: Please upload a resource analysis (form AS3) here which is required for all new courses. The form can be found on college website at <http://cas.unl.edu/adminresources.shtml>. If you click on "curriculum" it will open the drop-down menu of curriculum items.

Click on “preview” to view a summary of your proposal, then “send.”

B. Creating a proposal for a new course, with ACE certification:

The process begins the same as creating a proposal for a new course without ACE certification. On the second screen select “Request new course with ACE Certification.”

The course GLST 423 does not yet exist. You may:

- Request a new course
- Request a new course with Integrated Studies status
- Request a new course with ACE certification ←
- Return to Search

The request will be the same as creating a proposal for a new course without ACE certification until you get to the ACE Certification box. **You will be asked to select one or more learning outcomes, then answer a series of questions about how students will meet each outcome you choose.** Most courses are certified for only one outcome, although a fair number are certified for two. For examples of successful proposals, see the Office of Undergraduate Studies’ ACE website, <http://ace.unl.edu/>.

Regardless of the SLO selected you will need to provide responses for the following questions:

1. Describe opportunities students should have to learn the outcome. How is the learning objective embedded in the course?
2. Describe student work that will be used to assess student achievement of the outcome and explain how the students demonstrate the knowledge and skills specified by the outcome.
3. As part of the ACE certification process, the department/unit agrees to collect and assess a reasonable sample of students’ work and provide reflections on students’ achievement of the Learning Outcomes for its respective ACE-certified courses. Please comment on your plans to develop a process to collect and evaluate student work over time for the purpose of assessing student success for this ACE outcome.

NOTE: It is suggested that the responses for the ACE questions be composed in a MS Word document (or a similar program) and then copied into CREQ as there is no automatic backup in CREQ while a proposal is being created. This way there is no lost information should CREQ time out during the creation of a proposal.

ACE Certification

Note: This is the original proposal for ACE Certification. You may take this opportunity to make edits and changes to your original proposal.

In its review of requests for ACE certification, the UCC ACE subcommittee will use such criteria as:

- Does the course clearly address the Learning Outcome(s) identified?
- Does the course provide students with opportunities to develop the knowledge/skills necessary for successful achievement of the Learning Outcome(s)?
- Does the course provide students with opportunities to demonstrate achievement of the Learning Outcome(s)?
- Does the course reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, or Human Diversity?
- Have the hosting department/unit and the instructor(s) agreed to follow through with their responsibilities as outlined in the ACE Course Certification Request Form?

Students select which one outcome they will receive ACE credit for. Faculty should indicate which one or two ACE Learning Outcome(s) are satisfied by the course.

Develop intellectual and practical **skills**, including proficiency in written, oral, and visual communication; inquiry techniques; critical and creative thinking; quantitative applications; information assessment; teamwork; and problem-solving.

- SLO1. ☐ Write texts, in various forms, with an identified purpose, that respond to specific audience needs, incorporate research or existing knowledge, and use applicable documentation and appropriate conventions of format and structure.
- SLO2. ☐ Demonstrate communication competence in one or more of the following ways: (a) by making oral presentations with supporting materials, (b) by leading and participating in problem-solving teams, (c) by employing a repertoire of communication skills for developing and maintaining professional and personal relationships, or (d) by creating and interpreting visual information.
- SLO3. ☐ Use mathematical, computational, statistical, or formal reasoning (including reasoning based on principles of logic) to solve problems, draw inferences, and determine reasonableness.

Build **knowledge** of diverse peoples and cultures and of the natural and physical world through study of mathematics, sciences and technologies, histories, humanities, arts, social sciences, and human diversity.

- SLO4. ☐ Use scientific methods and knowledge of the natural and physical world to address problems through inquiry, interpretation, analysis, and the making of inferences from data, to determine whether conclusions or solutions are reasonable.
- SLO5. ☐ Use knowledge, historical perspectives, analysis, interpretation, critical evaluation, and the standards of evidence appropriate to the humanities to address problems and issues.
- SLO6. ☐ Use knowledge, theories, methods, and historical perspectives appropriate to the social sciences to understand and evaluate human behavior.
- SLO7. ☐ Use knowledge, theories, or methods appropriate to the arts to understand their context and significance.

Exercise individual and social **responsibilities** through the study of ethical principles and reasoning, application of civic knowledge, interaction with diverse cultures, and engagement with global issues.

SLO8. ☐ Explain ethical principles, civics, and stewardship, and their importance to society.

SLO9. ☐ Exhibit global awareness or knowledge of human diversity through analysis of an issue.

Integrate these abilities and capacities, adapting them to new settings, questions, and responsibilities.

SLO10. ☐ Generate a creative or scholarly product that requires broad knowledge, appropriate technical proficiency, information collection, synthesis, interpretation, presentation, and reflection.

What Outcome(s) or skill(s) will be reinforced in this course?

According to the ACE document approved by faculty (Structural Criteria, item 9), "Every ACE course will reinforce at least one of the following skills listed below as appropriate for the discipline and as identified by the department offering the course..." Indicate skills that will be reinforced by the course by clicking on as many as apply and describe briefly how those skills will be reinforced.

These areas are those *OTHER THAN* the one or two outcomes for which you seek ACE certification. Students will not receive ACE credit for the reinforced skills, and the reinforced skills do not need to be assessed for ACE purposes.

- ☐ Writing
- ☐ Oral Communication
- ☐ Visual Literacy
- ☐ Historical Perspectives
- ☐ Mathematics and Statistics
- ☐ Critical Thinking
- ☐ Teamwork
- ☐ Problem Solving
- ☐ Ethics
- ☐ Civics
- ☐ Social Responsibilities
- ☐ Global Awareness
- ☐ Human Diversity

You will also be asked to select the outcomes or skills which the course will reinforce. For each one you select, you will be prompted to write a brief description of how it will be reinforced. There is no need to pick more than one or two reinforcements.

Please note that the outcome and the reinforcement cannot be the same, so outcome 1 courses cannot have a writing reinforcement, outcome 2 courses cannot have visual or oral communication as reinforcements, etc. For outcome 5, humanities, you cannot use critical thinking as a reinforcement, since the outcome already calls for critical thinking.

According to the ACE document (#4) the syllabus submitted for an ACE course *must* include the following so that students understand what they are supposed to learn:

1. The Learning Outcome(s) that would be satisfied by the course. (SLO language verbatim)
2. A brief description of the opportunities this course would provide for students to acquire the knowledge or skills necessary to achieve the Learning Outcome(s)
3. A brief description of the graded assignments that the instructor(s) will use to assess the students' achievement of the Outcome(s).

C. Making a change to an existing course:

The course ENGL 101 currently exists.

For this course you may request:

- **Change existing course**
- **Update to the ACE Certification for this course**
- **Recertification of this ACE Certified course**
- **Removal of ACE Certification for this course**
- **Both a change and removal of ACE Certification for this course**
- **Removal of existing course**
- **Return to Search**

You can change any of an existing course's characteristics as described above. **The one different component is under "Additional Information," the option marked "DF removal."** If you check "yes," students who took the old version of the course can retake the new version to remove a D or F. If you check "no," they cannot. **Most new versions of courses do permit D and F removal.**

Your justification should address each change to the course. If you are changing course level, be sure to indicate how you will alter the content and assignments to fit the new level.

D. Requesting ACE certification for an existing course:

Click on "ACE certification only;" you will be prompted to choose learning outcomes and answer questions about them as described above. You do not need to submit a new resource analysis.

E. Requesting removal of ACE certification for an existing course:

Click on "Removal of ACE Certification for this course." A letter of approval from the Associate Dean for Academic Programs must be obtained to complete this type of proposal.

II. How to propose a new major or minor

While this kind of curriculum action may be moved to CREQ in the future, it is currently a paper-based proposal.

A. Major

Follow the guidelines laid out in the Academic Planning Committee Guidelines for the Submission of Proposals for New or Modified Program and the Coordinating Commission for Postsecondary Education information can be found there as well. Both documents can be found at <http://www.unl.edu/apc/documents.shtml>).

In addition to the above mentioned proposal please submit the following items for review by the College Curriculum and Advising Committee and the college faculty. Forms are available on college website at <http://cas.unl.edu/adminresources.shtml>. If you click on "curriculum" it will open the drop-down menu of curriculum items.

1. Form AS1, Arts & Sciences cover sheet;
2. Complete, Bulletin-ready text of the major. Please use the Major Page Submission Template guide;
3. Justification statement;
4. Letters of permission from any other units affected by the changes (for example, if your unit is interdisciplinary and you add courses from other units to your requirements, you will need letters of permission);
5. Submit the proposal to the Dean's Office as a hard copy;
6. Email an electronic version of the proposed Bulletin copy and your justification as attachments to Mary Klucas, mary.klucas@unl.edu.

B. Minor

In addition to the above mentioned proposal please submit the following items for review by the College Curriculum and Advising Committee and the college faculty. Forms are available on college website at <http://cas.unl.edu/adminresources.shtml>. If you click on "curriculum" it will open the drop-down the menu of curriculum items.

1. Form AS1, Arts & Sciences cover sheet;
2. Complete, Bulletin-ready text of the major. Please use the Major Page Submission Template guide;
3. Justification statement;
4. Letters of permission from any other units affected by the changes (for example, if your unit is interdisciplinary and you add courses from other units to your requirements, you will need letters of permission);
5. Submit the proposal to the Dean's Office as a hard copy;
6. Email an electronic version of the proposed Bulletin copy and your justification as attachments to Mary Klucas, mary.klucas@unl.edu.

III. How to make changes to a major or minor

While this kind of curriculum action may be moved to CREQ in the future, it is currently a paper-based proposal. Forms are available on college website at <http://cas.unl.edu/adminresources.shtml>. If you click on "curriculum" it will open the drop-down the menu of curriculum items.

- A. Form AS1, Arts & Sciences cover sheet
- B. Copy of text in bulletin with all changes highlighted, for deletions use strikethrough and for additions use underline. Contact Mary Klucas, mary.klucas@unl.edu and she will provide you with a MSWord document of the current on-line bulletin listing for your major and/or minor to work from.
- C. Justification statement addressing each change
- D. Letters of permission from any other units affected by the changes (for example, if your unit is interdisciplinary and you add courses from other units to your requirements, you will need letters of permission).
- E. Submit the proposal to the Dean's Office as a hard copy.
- F. Email an electronic version of the proposed Bulletin copy and your justification as attachments to Mary Klucas, mary.klucas@unl.edu.

IV. How to propose or change a 900-level graduate seminar, or an 800-level course that does not have a 400-level component

Arts & Sciences is using the Course Approval System (CREQ) for graduate only courses as well. Please follow the above instructions for *Creating a proposal for a new course, without ACE certification* or *Making a change to an existing course*.

The routing for approval in CREQ is a bit different for graduate-only courses. It is as follows:

submitter → college curriculum facilitator → graduate studies

There is no department approval level so please be sure to gain approval from your department prior to submitting the proposal in CREQ.

Curriculum Definitions

Compiled and Prepared by Gail Hackwith, Undergraduate Studies
Contributed/Reviewed by Tony Schkade, Registration and Records
Reviewed by Earl Hawkey, Registration and Records
Updated by Brooke Glenn, Undergraduate Education
Reviewed by Keith Dawson, Registration and Records

1. Activity Type – all courses must have at least one activity type.

- Lecture (Lec) – can have a maximum of 2 co-activity types. Always has credit hrs.
 - Possible combination: Lec, Lec/lab, Lec/rct, Lec/quz, Lec/lab/quz, Lec/lab/rct, Lec/rct/quz
- Laboratory (Lab) – must have credit hours if the letter “L” is in the last position of the course number. If Lab is in combination with another activity type, Lab will not have credit hrs.
 - Possible combination: Lab, Lec/lab, Lec/lab/quz, Lec/lab/rct
- Quiz (Quz) – always taught with Lec. Never has credit hours.
 - Possible combination: Lec/quz, Lec/lab/quz, Lec/quz/rct
- Recitation (Rct) – Always taught in conjunction with Lec. Never has credit hours.
 - Possible combination: Lec/rct, Lec/rct/lab, Lec/rct/quz
- Studio (Sdo) – Always has credit hours. Stand alone activity.
- Field (Fld) – Course taught in the field and generally taught off campus. Always has credit hrs. Stand alone activity.
- Independent Study (Ind) – Topic not covered in any other course at the University. Ind is not course offered by special study arrangement. Always has credit hours. Stand alone activity.
- Personalized System of Instruction (PSI) – Sometimes called “self-paced or Keller Plan”. Always has credit hours. Activity can be called Lec or PSI.

2. Course Numbering

- The numbering system was established by the Board of Regents in September 1971. Numbers in the University of Nebraska Course Numbering System have specific definitions:
 - 00-99 -- special, noncredit, prerequisite, short-term, or special graduate courses. Zero credit hours and Pass/No Pass courses.
 - 100-199 -- Freshmen
 - 200-299 -- Sophomore
 - 300-399 -- Junior
 - 400-499 -- Senior
 - 500-799 -- Professional Courses and some Graduate (i.e., Law, Architecture)
 - 800-899 -- Graduate (Master level)
 - 900-999 -- Graduate (Doctoral)
- Numbers within a course number have distinct representation.
 - __ courses have “0” credits and are normally graded as Pass/No Pass only.
 - _ 9 _ are reserved for specialty courses that have variable topics and variable credit hours such as Independent Studies, Special Topics, Seminars, Tours, Internships, Theses, Special Projects, Workshops, and Dissertations. Course numbers with “9” in the middle can be repeated for credit toward the degree.

- Courses with a “9” as the middle digit have a range of credit hours (i.e. 1-24 cr, max 24).
- _90 to _99 are reserved for workshops, independent research courses, seminars, tours, or set credit hour courses that can be repeated for credit toward the degree, or variable credit hour courses that can be repeated for credit toward the degree. The following are _9_ #s that are reserved for the course types:
 - _90 or _93 Workshops/seminars.
 - _91 or _92 Special topics/seminars/tours/study abroad
 - _94 or _96 Independent study.
 - _95 Internships.
 - _97 Practicums (field type course).
 - _98 Research.
 - 499 Undergraduate Thesis
 - 899 Graduate (Masters) theses.
 - 999 Graduate (Doctorate) courses.
- The last two digits in a 400- and 800-level tie-in course should always match (i.e. 412/812).
- A 400/800 level course is a single course that offers credit at both the undergraduate and graduate level. These are not two different courses. The title, credit hrs, description for a 400/800 course should be the same.
- Alpha Suffix – is an alpha character used in the fourth position of the course number if more course numbers are needed.
 - Allowable alpha suffixes include: A, B, E, G, H, J, K, L, M, N, P, Q, R, T, U, V, W, X, and Y.
 - C, D, F, I, O, S and Z cannot be used as suffixes.
 - L represents laboratory course.
 - H represents an honors course.
 - X represents a course that has a web delivery method.
 - G represents professional courses for graduate credit.

3. Credit, Single

- “Zero credit hour” courses must be numbered less than 100 (i.e., 98). The only exception to this rule is for “military science” courses where the federal government requires a course number above 100 but less than 499, for some military science zero-credit hour lab courses, or courses specifically approved by the Vice Chancellor of Academic Affairs to be numbered above 100 and have zero credit hours. Zero credit hour courses are “P/N only.”
- A combination of pass/no pass and credit hrs may be applied within independent study courses, internships, applied music, and student teaching field studies.

4. Credit Hours, Max per Degree

- Max credit hours and max repeat possible for any course is 55 credit hours.
- Max Credit SHOULD be listed if the course is offered 1) for a fixed credit (3 cr) and can be taken more than once, and counted more than once toward the degree or 2) for a range of credit (1-3 cr) and/or if the course can be taken more than once and counted more than once toward the degree.
- Max Credit should NOT be listed if the course is offered for a fixed credit
- Max per Degree is only applicable when a course can be repeated more than once toward the degree. It states the total credit hours that a person can earn from that course toward the degree. The “Max per Degree” for variable credit hour courses is normally the highest digit in the range. The maximum credit allowed toward the degree in any course is 24

credit hours except for the course number “999” which can be taken for up to 55 credit hours toward the degree.

5. Credit Hours, Max per Semester

- Max per Semester is the maximum credit hours per semester that a student can take the course in a given semester. Mini-courses and alpha sub-area courses would fall into this category. Max per Semester is listed as the middle credit : (x-x cr, x cr per sem, max xx). For detailed information about courses that can be repeated toward the degree, see **Course Numbering**.

6. Credit Range (also identified as variable)

- Courses listed with range of credit hours (i.e. 1-24, max 24) must have the number “9” as the middle digit of the course number.

8. Cross-listings

- Academic departments/subject-areas with course numbers in parentheses following the course title indicate that the course is offered (cross-listed) in one or more other academic departments/subject-areas. Credit can be earned in any one of the academic departments/subject-areas according to the registration by the student.
- The last two digits of the course number should be the same for the “home” department/subject-area and for the course in the cross listing department(s)/subject-area(s).
- 900-level courses cannot be a tie-in cross-list with 400-level courses.
- If an 800-level course is moved to the 900-level, then the 400-level course must be dropped from the tie-in arrangement.
- If the 400-level course is dropped, the 800-level course may be changed to the 900-level.
- An 800-level course cannot be a tie-in with a 100-level, a 200-level or a 300-level, or vice-versa.
- A cross-listed course requested by the home department (whether it be a new cross-listing, change or deletion) must be accompanied by a “Memo of Understanding” from the cross-listed department(s) approving of the request. The only exception is if the cross-listed course is within the same department (i.e., 400/800 tie-in arrangement). The Memo of Understanding should be typed on departmental letterhead, addressed to the UCC, stating the cross-listed department’s approval of the “stated” request affecting the cross-listed course, and be dated and signed by the department’s chairperson.
- A tie-in or cross-listed course requires the UCC approval to list, change, and/or delete.

9. Description, Course

- Course descriptions are not complete sentences. They are statements that explain the scope for the course and describe “what” is to be covered in the course.
- Course descriptions are written in the “present tense.”
- Course descriptions should not cover “how” a course is going to be taught. This information should be in the syllabus or in the note section of the course listing (appears in italics).
- Course descriptions should not cover “how” the course is to fit into the degree program.
- Eliminate any reference to “student” as they are the only ones that can take the course.
- Eliminate the “how” and “when” something is to get done from the description. These items should be covered in the syllabus or may be listed in the notes field, which follows the prerequisite field in the course listing.
- The four-alpha abbreviation should not be used in the course title or description.

- When the prerequisite or note says something like "...experience in a field of study in the biological science area," that indicates not only BIOS, but also other science areas like ASCI, ENVR, AGRO, GRAS, and other sciences that touch a little on the field of biological science. The field of study is fully spelled out (i.e., "...and experience in a field of study in the biological science area.).

10. D/F Removal/Course Repeats

- The official University of Nebraska policy is to compute the undergraduate grade point average (GPA) using only the last grade for a given course when the student has taken the course more than once and if the earlier grade in the course is below a "C." All grades are recorded on the transcript whether or not they are used in computation of the GPA.
- When courses are revised, it is important for departments to indicate whether the course with a new number or revised course can be used to remove the grade factors for a previously "failed" (grade of "C-" or below) course.
- If the revised course is for fewer credit hours than the previous course, D/F removal would be "No".
- If the student repeats a course that has a grade of "C" or better, both grades are calculated into the GPA, but only one of the courses is counted toward the degree.
- A course with a "9" in the middle cannot have an automatic D/F grade removal because those courses cannot be taken more than once toward the degree and/or with a different sub-title each time. Registration & Records will have to review for a manual removal.

11. Home Department/Subject-area for a Course

- Curriculum requests can only be submitted by the home department.
- Exception: A cross-listed department/subject-area can complete a curriculum action request to "pull out" of the cross listing arrangement. For detailed information, see **Memo of Understanding**.
- Curriculum action is required to change the home department/subject-area for a course.
- A Memo of Understanding is required from the department requesting to become a participant in a cross listing. For detailed information, see **Memo of Understanding**.
- The home department/subject-area for a course can initiate curriculum action to delete the home course with associated cross-listed courses. The cross-listed course(s) will automatically be deleted with the home course. Curriculum action can be requested by a cross-listed department to create a new home for the course.

12. Honors Courses -- Honors courses offered as an "honors contract" are not required to be approved through the UCC course approval system. If it is decided that the "honors contract" course is to be offered as an Honors course, then it will need to be requested through the UCC course approval system. ("Honors contract" courses are created through Registration & Records and have a created and end date at the time of request.)

13. Memo of Understanding for Cross-listed courses

- A cross-listed course requested by the home department/subject-area (whether it be a new cross-listing, change, or deletion) must be accompanied by a Memo of Understanding from the cross-listed department(s)/subject-area(s), approving the request.
- Exception: A cross-listing department/subject-area can request curriculum action to "pull-out" of the cross-listing arrangement without including a Memo of Understanding from the home department and/or other course cross-listing department(s)/subject-area(s).

- A Memo of Understanding is not required when a course is a tie-in or cross-listed course within the same department/subject-area (i.e., 400/800 tie-in arrangement or a studio type 100-200-level course) or if a participating department is pulling out of the cross listing.
- A Memo of Understanding should be typed on departmental letterhead, addressed to the UCC, stating the cross-listed department/subject-area's approval of the "stated" request affecting the cross-listed course. The memo should be dated and signed by the department's chairperson.

14. Method of Delivery

- There are 2 methods of delivery:
 - Classroom
 - WEB (includes X courses, S courses, or other distance delivery courses)

15. Notes

- Notes are always printed in *italics* and listed following the prerequisites.
- Notes can be used to give special information about the course or some limitation on the use of the course in a student's academic program (i.e., *XXXX 324 will not count towards a major in XXXX.*)
- Notes are associated with a specific course number.
- Notes for the 400- and 800-level of a 400/800 tie-in course are normally the same, but they can differ (i.e., for the 400-level: XXXX XXX will not count toward the major. For the 800-level: XXX.XX will not count toward the MA degree.)
- If the course can only be taken Pass/No Pass or for a Grade only, please include that information for the students in the Notes section. "Cannot be taken Pass/No Pass," "Grade Only," or "Pass/No Pass only."

16. Prerequisites

- Course prerequisites follow the word "Prereq:" in the course listing.
- Course prerequisites indicate the level of preparation a student must have before enrolling in the course.
- A prerequisite is preparation that a student must have to prepare to take the course and have a chance at passing the course. It is not preparation that is just "good to know" before enrolling in a course.
- Equivalent preparation is generally sufficient to meet a stated prerequisite.
- If there is doubt about a student's preparation level, permission to enroll may be requested from the instructor of the course or from the department chairperson.
- Academic departments reserve the right to deny admission in a course if the prerequisite has not been completed. Academic departments reserve the right to give permission to waive the prerequisite for any course or to substitute for the prerequisite learning obtained by other means than through the prerequisite course(s).
- "And permission" is acceptable as part of a prerequisite; but the statement requires the department to have someone "on hand" who can give permission at any time during normal working hours and may require the commitment of resources to fulfill.
- A 'recommended prerequisite' may be listed, provided that it states preparation a student must almost have to pass the course.
- The use of the words "parallel", "parallel with", or "co-requisite with" in the prerequisite for the course means that both courses are to be taken simultaneously.

- List UNO courses in the prerequisite with the standard UNO course abbreviation, the exact UNO course number (four digits) and then followed by “UNO” in parenthesis [i.e. AE 3300 (UNO)].
- The word “or” is used in combination with the semi-colons and commas to clarify what the choices are for meeting the prerequisite and that “double readings” of the prerequisite are not possible. Examples may include: “Prereq: Senior Standing; XXX 1XX and 2XX, or XXXX 3XX; or bachelor degree.” “Prereq: ACCT 201; ECON 210, or 201 and 202; MRKT 341; and MNGT 331, or MIST/MNGT 301, or MIST 350; and permission.”
- Generally, prerequisites are the same for all departments/subject-areas participating in a cross listed course. There are exceptions: 1) Prerequisite can vary between the 400-level and the 800-level of a 400/800 course; and 2) there are cases where the prerequisite is different for different majors or programs, or for non-majors than for majors.
- Class standing is valid as a prerequisite (i.e., “Sophomore standing”, which includes all Sophomores, Juniors, and Seniors).
- If a course is “Open to Sophomores only” (or another class level[s] only), the comment can be listed in the prerequisite section if the department wants that to be an enforceable registration prerequisite (the student would not be able to register for the course if he/she did not meet that requirement).

17. Repeat Course Policy -- Many courses (i.e., Special Topics) may be repeated. Some colleges specify the maximum repeatable hours for each course in the college. For detailed information, see **Course Numbering** and **Credit** sections.

18. Subject-area Abbreviation

- The four-alpha character abbreviation is used to identify the subject-area.
- When a new department/subject-area is approved at both the college level and through the UCC, the Director of Registration & Records must first approve or recommend the four alpha abbreviations to avoid duplication.
- Anytime the “subject-area” is referenced in the prerequisite or in a note field within a course listing, the four-alpha abbreviation should be used.
- The four-alpha abbreviation should not be used in the course title or description.
 - When the prerequisite or note says something like “...experience in a field of study in the biological science area,” that indicates not only BIOS, but also other science areas like ASCI, ENVR, AGRO, GRAS, and other sciences that touch a little on the field of biological science. The field of study is fully spelled out (i.e., “...and experience in a field of study in the biological science area.”).

19. Terms in which courses are taught

- This is information for the department and college, not for scheduling as enforced by Registration & Records.
- When an I (fall semester), II (spring semester), or III (summer session) appears in a course listing, it means that the course can only be taught in the semester(s) indicated. It does not necessarily mean that it will be taught in that semester, only that it can be taught. It is always up to the department as to when a course is taught.
- If there is no designation (I, II, III), it means that it can be taught in any semester.

20. Title

- A title is a “handle” for the course and should not be a full course description. If the title is long, move information to the course description and create a new short “handle” to use as the title for the course.

APPENDIX D

Approved by the Enrollment Management Council January 7, 2004

Policies for Cross Listing of Courses

Definition: A cross listed course in one that is offered in two or more academic subject areas. .
There are two kinds of cross listed courses:

- Cross listed “equivalency course” – this a cooperative venture between/among departments. All departments share equally in course delivery and recognize all offerings of the course are equivalent. For example, the Departments of Architecture, Art and Art History, and Textiles, Clothing and Design cooperate in offering Arch/Art/TXCD 140. Visual Literacy. The course is cross-listed among the departments and all sections are considered equivalent. Therefore, if a student who has completed Arch 140 decides to transfer from the College of Architecture into either the College of Fine and Performing Arts or College of Education and Human Sciences, Arch 140 is recognized as the equivalent of Art 140 and TXCD 140 and the course is counted toward fulfilling the student’s program requirements...
- Cross listed courses where there is a “parent” unit that has primary responsibility for course staffing and delivery. Collaborating units will identify a single parent unit or multiple units when the course is proposed or revised. Academic units participating in these kind of cross listed courses will recognize participating cross listed courses as equivalent.

Policies for cross listed courses where there is a “parent” unit.

- The parent unit has the right of refusal to cross list a course with another academic unit; however, it is hoped the parent unit would articulate their reasons for not wanting to collaborate on offering a cross listed course with the other unit(s) that requested the cross listed course designation.
- Parents units have the responsibility for assigning *or approving* faculty to teach the cross-listed course. Departments involved in this type of cross listed course offering must have a written contract (on file with the Registrar) identifying the parental unit(s) and responsibilities for provision of resources to support the course.
- Scheduling of a course with cross listings should be approved by the parent unit in collaboration with the other cross-listed units. Cross listed units do not have the authority to schedule a class without the approval of the parent unit.
- Class rosters are sent to the parent unit which is responsible for distributing copies of the class roster to cross listed units that have registrations in the course.
- If a parent unit chooses not to offer the course temporarily, all cross listed units and affected students must be notified before the second set of class worksheets are due for the affected semester. If a cross listed unit wishes to offer the course with their faculty, they need to request ‘release’ of the course by the parent unit.

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- If a parent unit chooses to terminate the course permanently, all cross listed units and affected students must be notified prior to pre-registration for the first affected semester. If a cross listed unit wishes to assume responsibility for the course, the parent unit initiates a transfer of the course identifying the 'new' parent unit (this prevents a process that requires formal termination of a course and then approval of a new course).
- Student credit hour production in cross listed courses with a single instructor of record must be reported by instructor, not by student registration. In co-taught courses, distribution of SCH is pre-approved by participating units based on faculty involvement in the course.

Operating Guidelines

Parent Unit of a Course: If courses are cross listed, the parent unit is always the first cross listing identified and the full course description only occurs under the parent unit *unless alternative arrangement is approved in writing between the cross listing units*. All cross listed units identify the course offering and refer the reader to the parent unit for a full description.

New Cross listings (of additional or new courses): Curriculum action is initiated by the parent unit and must have a letter of support from the department/program requesting the cross listing.

Prefix and Number Changes of Courses that are Cross Listed: Action is initiated by the parent unit through the home college curriculum committee to the UCC. Each cross-listed unit is notified of the proposed change by the parent unit. Notification is informational and requires no formal action by the cross listed unit. Continuation of the cross listing is assumed unless the cross listed unit formally terminates its participation by requesting the parent unit to delete their cross listing.

Deletion of Prerequisites for a Cross listed Course: Action is initiated by the parent unit through the home college curriculum committee to the UCC. Each cross-listed unit is notified of the proposed change by the parent unit. Notification is informational and requires no formal action by the cross listed unit. Continuation of the cross listing is assumed unless the cross listed unit formally terminates its participation by requesting the parent unit to delete their cross listing.

Termination of a Cross Listing by Non-parent Unit: Any department containing a cross-listed course can initiate the procedure to drop their own cross-listing. The parent unit will be notified of the decision to terminate a cross listing, but is not required to initiate the action and/or approve it.