

UAF Governance

Faculty Senate Office

Meryem Udden, Governance Office Manager

327 Signer's Hall P.O. Box 757500

Phone: 907-474-7964

maudden@alaska.edu

<http://www.uaf.edu/uafgov/faculty-senate/curriculum>

Table of Contents

Introduction	4	Introduction to Occupational Endorsements	26
Chapter 1: Overview	5	New Occupational Endorsement Request	26
Route to Approval of Curriculum	5	Occupational Endorsement Workflow	28
Deadlines for the Curriculum Review Cycle	7		
Information for Faculty Senate Curriculum Chairs	8		
CourseLeaf	8		
Important Links	9		
Important Definitions	9		
Chapter 2: Special Topics	10		
Chapter 3: Trial Courses	12		
Chapter 4: Course Inventory Management (CIM)	13		
Introduction to Course Proposals	13		
Major vs. Minor Course Change	14		
Major Course Change Workflow	16		
Minor Course Change Workflow	17		
Chapter 5: Program Management	18		
Introduction to Program Proposals	18		
Major vs. Minor Program Change	19		
Major Program Change Workflow	19		
Minor Program Change Workflow	20		
New Degree Programs	21		
New Program Workflow	21		
Program Deletions	22		
Program Deletion Workflow	23		
Chapter 6: New Minors	24		
Introduction to New Minors	24		
New Minor Workflow	25		
Chapter 7: Occupational Endorsements	26		
		Chapter 8: General Education Requirements	29
		Appendix A: Guidelines & Samples	31
		Course Stacking	31
		Course Cross-Listing	32
		No Print Status	32
		Syllabus Checklist	33
		Appendix B: Faculty Senate Curriculum Policies	35
		Grading Policy	35
		Grade Appeals Policy	38
		Academic Credit Unit	38
		Course Compression	40
		Special or Reserved Course Numbers	41
		Course Designation/Classification	42
		Appendix C: UA Regulations	44

Introduction

This curriculum manual encompasses CourseLeaf for program and course changes. Within this manual are links to training documents for using CourseLeaf. Please e-mail uaf-curriculum@alaska.edu for one-on-one training.

As with all previous curriculum manuals, this is subject to change owing to curriculum policy and procedure changes. Comments, suggestions, and corrections for future versions are welcomed and may be sent to the Faculty Senate Office at uaf-faculty-senate-office@alaska.edu.

Chapter 1: Overview

Route to Approval of Curriculum

1. Item is prepared by individual faculty member, department head, etc., in CourseLeaf or using the appropriate paper forms. The submission will be sent to the department head(s) for approval.
2. If approved by the department head(s), the request is sent to the respective College/School Curriculum Council(s).
3. If approved by the College/School Curriculum Council(s), the request is sent to the respective dean/director.
4. If the proposal needs further approval, it will be sent to the UAF Governance Office to be distributed to the appropriate Faculty Senate Curriculum Committee.

Faculty may take their comments and concerns to their unit's curriculum committee and/or the appropriate Faculty Senate Committee at any time during the open-review process in the semester in which the proposal was submitted. Proposals will be routed to the following committees:

The Graduate Academic & Advisory Committee (GAAC) will review graduate programs and graduate-level course offerings and all professional degree courses and programs, including 500-level courses.

The Curriculum Review Committee will review substantive undergraduate course and program additions, changes, and deletions.

The GER & Core Committee reviews and approves courses submitted by the appropriate college/school curriculum councils for the inclusion in the GER curriculum.

The Student Academic Development & Achievement Committee will review 0-level course offerings.

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6. The Chancellor's Office has 30 days after receipt to review and approve/disapprove the submission. The submission will then be returned to the Governance Office and Provost's Office.
7. The Governance Office notifies academic deans and departments and the Registrar's office of approvals/disapprovals.
8. Item becomes active when it is included in the next UAF catalog

Except for Special Topics and Trial Courses which appear only in class schedules until approved as permanent courses.

Summer Sessions courses appear in their own catalog.

9. New programs and deleted programs are forwarded by the Provost's Office to the Statewide Academic Council for approval and submission to the UA President and Board of Regents (BoR), and a prospectus is then sent to the Northwest Commission on Colleges and Universities (NWCCU).

New Programs cannot be advertised, offered, listed, or enroll students prior to NWCCU approval

New minors and occupational endorsements are approved by the Chancellor and do not go to the BoR for approval.

Important Links



Chapter 2: Special Topics

Use paper form [Format 1A](#)

Use paper form [Format 1B](#) for Summer Special Topics

A special topics course is prepared when the course material will be offered just one time wat

A special topics course differs from a trial course in two main aspects:

1. While a trial course undergoes review at a Faculty Senate curriculum committee, a special topics course does not.
2. A special topics may only be offered one time with a max offering of three times total upon submission and approval of the form and must be resubmitted each semester offered (limit 3); while a trial course may be offered three times once approved.

Submit Special Topics Format 1A to:

Registrar's Office

102 Signers' Hall

Box 7495

registrar@uaf.edu

Chapter

3

Chapter 3: Trial Courses

Use paper form [Format 1](#)

Trial courses are used to gauge the demand and interest in a new course topic area. Once a trial course is approved, they can be offered up to three times. The semesters in which they are offered do not need to be consecutive. Course numbers for trial courses end in -94. These courses are not published in the UAF catalog.

These courses must undergo review by the appropriate Faculty Senate curriculum committee once it has been approved at the College/School level. Undergraduate trial courses are reviewed by the Curriculum Review Committee (CRC), while graduate trial courses are reviewed by the Graduate Academic & Advisory Committee (GAAC). Trial courses that wish to be stacked will be reviewed by CRC and GAAC. *Trial courses do not carry GER designators (although students may take them for credit).*



Chapter 4: Course Inventory Management (CIM)

Introduction to Course Proposals

The Course Inventory Management portal of CourseLeaf is where all course proposals will be submitted. To access the Course Inventory Management portal log into the website below:

<https://nextcatalog.uaf.edu/courseadmin/>

Login is the same single sign on UAOnline login information. If unable to login with single sign on UAOnline please contact the Curriculum Team at uaf-curriculum@alaska.edu for access.

The Course Inventory Management portal requests the same information as the paper forms. It is considered a smartform and may auto populate answers and/or ask additional questions depending on how the previous questions are answered. This form will automatically determine the workflow depending on the changes being submitted by the user.

Major vs. Minor Course u

Corequisites

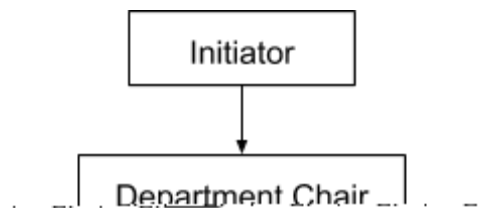
A course that is ~~to be~~ taken simultaneously with another course (CHEM F105X General Chemistry I, Corequisite: CHEM F105L as an example) and must be listed in the box titled **Corequisites**.

Mode of Delivery or burs

When editing a course please **DO NOT** remove **Directed Study from the Mode of Delivery**.remoy

Minor Course Change Workflow

Minor course changes as listed above, will follow the workflow listed below. There are a few exceptions depending on departments, always preview the workflow to see what the course workflow looks like. With the exception of minor changes to GER courses, which will go through GER&C, minor changes will not go through the Faculty Senate committees or to the Provost, the final approval for these changes lie with the College/School Dean.





Chapter 5: Program Management

Introduction to Program Proposals

The Program Management portal of CourseLeaf is where

Major vs. Minor Program Change

Major Changes

- Changing a program name
- Changing program requirements
- Changing course credit requirement
- Changing admissions requirements

Minor Changes

- Changing or correcting proÂ

Program Deletions

Program deletions require approval at the level of the UA Board of Regents as stipulated by UA Regulation 10.04.02.

Department Initiated Deletions

This process applies to requests for program deletion which originate from a department within a school or college. The program deletion is signed off by the appropriate department head, curriculum council chair and dean, then it is sent to the Faculty Senate office. Following review and approval by the appropriate Faculty Senate curriculum review committee (including Curricular Affairs Committee for undergraduate programs), the program deletion request is sent to the Administrative Committee for inclusion on the next Faculty Senate agenda. After approved by Faculty Senate, the program deletion is signed off by the UAF Chancellor. The UAF Provost takes the approved deletion to the System Academic Council and then it is forwarded to the UA Board of Regents for final approval. Notice is sent to NWCCU after approved by BoR.

Program Review Initiated Deletions

The process of program deletion as a result of the formal program review process is different in that the deletion request originates from the UAF Provost in consultation with the Chancellor's Cabinet and then goes directly to the Administrative Committee of the Faculty Senate. The matter then goes before the full Faculty Senate for a vote. Faculty Senate will review the recommendations to discontinue or suspend programs and states their collective agreement or disagreement with the Chancellor's Cabinet's recommendation. If the Faculty Senate disagrees, it shall provide an alternate recommendation by the end of the semester in which the Chancellor's Cabinet's recommendation is made. The Chancellor reviews all levels of recommendations and decides whether to recommend program discontinuation to the Board of Regents.

The Faculty Senate amended the Academic Program Review Procedure Policy at meeting #222 on April 3, 2017.

Program Deletion Workflow

Chapter 6: New Minors

Introduction to New Minors

The Program Management portal of CourseLeaf is where new minor proposals will be submitted. To access the Program Management portal log into the website below:

<https://nextcatalog.uaf.edu/programadmin/>

New Minor Workflow



Chapter 7: Occupational Endorsements

Introduction to Occupational Endorsements

The Program Management portal of CourseLeaf is where Occupational endorsement

Specify the

Other:

Additional Rationale not previously stated.

Additional Attachments - any supporting documentation

A letter of Support from Industry or Advisory Council Representatives. *****

Route of Approval:

1. Program Head responsible for the transcription request
2. The Academic Council of the college/school housing the Occupational Endorsement.
3. Director of the OI



Chapter 8: General Education Requirements

Courses that satisfy the GER have course numbers ending with X. For example, WRTG F111X and COJO F141X meet specific GER communication requirements. Credit may be counted toward general education requirements or a degree major requirement, but not both. If additional courses are added to GER in later catalog years, students may use them to fulfill a specific GER in subsequent years.

RATIONALE: The UA Board of Regents adopted a resolution at its April 3-4, 2014 meeting charging the faculty across the UA system to develop and adopt common general education requirements



Appendix A: Guidelines & Samples

Course Stacking

Faculty Senate approved the course stacking regulations and guidelines for course stacking at Faculty Senate meeting #232 on May 7, 2018 as show

class into a graduate class. Such an extra paper, however, can be part of a systematic difference between the two versions.

With the exception of 400/600, stacked courses must be of adjacent levels (e.g. 200/300). Other stacked combinations (e.g. 100/600) are not allowed under any circumstances. Stacked courses are required to have the same title, course description, and number of credits. The additional effort required for higher level credit must be clearly spelled out in the course syllabus.

The higher level version of the course must require additional student effort. In the course

program or as a prerequisite or is cross-listed/stacked with another course, a program or course change will need to be made to remove the course.

Syllabus Checklist

Faculty Senate approved the new syllabus checklist at Faculty Senate meeting #231 on April 2, 2018 as shown below:

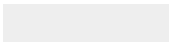
SYLLABUS CHECKLIST FOR ALL UAF COURSES

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items list]

As required, if I notice or am informed of *certain types of* misconduct, then I am required to report it to the appropriate authorities. For more information on your rights as a student and the resources available to you to resolve problems, please go the following site:<https://cms-test.alaska.edu/handbook/>

Graduate Student version

Student protections and services statement: Every qualified student is welcome in my classroom. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc to find reasonable accommodations. Students at this university are protected against sexual harassment and discrimination (Title IX), and minors hap





Appendix B: Faculty Senate Curriculum Policies

Included here are some of the more pertinent policies to curriculum and related procedures.

Grading Policy

The latest Grading Policy was approved at Faculty Senate meeting #189 on March 4, 2013.

Grading System and Grade Point Average Computation [as currently in the _____, page 48]

Grades appearing on academic records are:

"A" (including A+ and A-) indicates a thorough manner in which the student has mastered the subject matter and is able to apply the knowledge to new situations.

withheld without penalty until the course requirements are met within an approved time. For undergraduate courses, the grade will automatically change to a W (withdrawn) after two years unless an extension is requested and granted by the Registrar.

The latest amendment to the grading policy concerning grade of C- was approved at Faculty Senate meeting #238 on March 4, 2019.

MOTION:

The UAF Faculty Senate moves to amend the grading policy so that C- (1.7) shall be the minimum acceptable grade that a student pursuing a certificate or associate degree may receive for a course counting toward certificate or degree requirements or as a prerequisite for another course.

EFFECTIVE: Fall 2019

RATIONALE:

1. This will make the grading policy consistent regarding the minimum grade for all certificate- and degree-seeking students ([Meeting #191, May 2013](#))
2. The catalog language is μ

2. Consistency with faculty who do not use +/- grades. A student who receives a 'C-' from a faculty member who does not use + is ok because that grade gets recorded as a 'C'. Same course, different teacher, this one does use + and the grade is not acceptable.
3. Consistency with BOR policies. BOR defines a C as an acceptable grade. Clearly a 'C-', which is a version of C, also should be acceptable.
4. Consistency with transfer policies: a course with a grade of C- transfers. However, currently it only transfers as 'credit' for a course in one's major or minor. In order to satisfy the requirement for the major or minor the course would need to be re-taken and a grade of C or higher received.
5. A grade of C- is the minimum acceptable for a 'core' course. This is confusing for students, who recognize that sometimes a C- is good enough, and sometimes not.

Note that the proposed change wouldn't change the fact that a student's overall GPA and GPA in the major must be a minimum of 2.0.

The latest update for the Minimum grade requirement for graduate students was approved at Faculty Senate meeting #142 on March 5, 2007.

How to Earn a Graduate Degree

General University Requirements

Grades and Grade Point Average (GPA)

You must have a cumulative GPA of 3.0 (B) in the courses identified on your Advancement to Candidacy form to remain in good standing and in order to graduate. You must earn a (3.0) or better grade (no P grades) in 400-level courses; a (2.0) C grade will be accepted in 600-level courses for the purposes of satisfying degree requirements, provided you remain in good standing.

Deficiencies

Your advisory committee may require that you remedy certain deficiencies in your program. YoumenMzY

Grade Appeals Policy

The Grade Appeals Policy was passed by UAF Faculty Senate at its meeting #56 (March 20, 1995) and amended at meeting #61 (February 5, 1996), meeting #80 (May 4, 1998), meeting #89 (September 27, 1999), meeting #109 (May 6, 2002), meeting #157 (March 2, 2009), meeting #183 (May 7 2012), meeting #189 (March 4, 2013), meeting #215 (May 2, 2016), and meeting #230 (March 5, 2018).

Alignment with BOR Policy and UA Regulations, Chapter 09.03 - Student Dispute Resolution (meeting #215, May 2, 2016).

Clarification made to the time period within which grade appeals will be reviewed (Meeting #189, March 4, 2013).

Policy at Section III, Procedures, subsection B, Item 4, was revised (Meeting #183, May 7, 2012).
Deadlines wer]

= 2 hours/per week for non-natural science/engineering lab/studio activities + 1 hour/week outside work
= 3-6 hours/week of supervised practicum or other scholarly activity
= 3-10 hours/week of internship, externship, or clinical activity

Credit hours may not be divided, except by one-half credit hours may be granted at the appropriate rate.

For short courses and classes of less than one semester in duration, course hours may not be compressed into fewer than three days per credit. Any existing semester-long course that is to be offered in a "compressed to less than six weeks" format must be approved by the college or school's curriculum council and the appropriate UAF Faculty Senate Committee (SADA, Core Review, Curriculum Review or GAAC). Any new course proposal must indicate those course compression format(s) in which the course will be taught. Only approved course formats will be allowed for scheduling.

Given the above information the formula used for computing credit/contact hours is 800 minutes (13.3 hrs) per credit. This equates to approximately 1 hour of lecture per week for a normal 14 week semester. For courses that do not employ lectures, but that are intended to achieve learning outcomes equivalent to those of a lecture course (e.g., some eLearning classes), 800 minutes of structured instructional activities are expected per credit, in addition to at least 1600 minutes/credit of other work that the student completes independently. "Structured instructional activities" is not restricted to mean synchronous interaction with an instructor, but rather faculty-designed instructional activity intended to facilitate student learning.

Existing Guidelines:

Practica, internships, and supervised scholarly activity differ from lab instruction in that there is no structured daily educational exercise nor daily instructor evaluation, and a significant portion of the activity is not supervised by the instructor of record.

A practicum is a hands-on supervised work experience done by a student either as part of or in conjunction with an academic class as an educational strategy to attain the class objective. A faculty member, usually the class instructor, supervises the work, establishes the objectives and evaluation metrics, evaluates the outcome and assigns a final grade. Credit for practica requires a minimum of 2400 minutes of work per credit in addition to the contract hours of the associated class (e.g., a 3 credit class would require a minimum of 7200 minutes of practicum work). Whether the practicum is embedded in the associated class or whether it is listed as a separated class, the same metric applies. Credit for class-related practica can range from 1-3 credits for any given class. Diversion from these guidelines can be granted if discipline or accreditation specific requirements for practica exist.

An internship (also called externship or clinicals as discipline-specific terms) is a supervised work experience which is a capstone experience tied to a student's major or career goal. The internship involves a student working in an agency or other professional setting under the supervision of a designated practicing professional. The UAF faculty member serves as the instructor of record, approves the work activities and goals, and evaluates the outcomes. The instructor also assigns a grade upon review.

descriptions indicate the number of lecture; laboratory; and practicum, internship, or scholarly activity hours the class meets each we]

WHICH THE COURSE WILL BE TAUGHT. ONLY APPROVED COURSE FORMATS WILL BE ALLOWED FOR SCHEDULING.

Special or Reserved Course Numbers

The latest amendment to the policy on Special and Reserved Numbers was approved at Faculty Senate meeting #126 on December 13, 2004.

MOTION:

The UAF Faculty Senate moves to amend the policy on Special or Reserved Numbers as follows:

Special or Received Numbers

Non-Thesis Research / Project (x98) or Thesis / Dissertation (x99)



Appendix C: UA Regulations

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