

Instructions for the new Course and Curriculum Change Form (v.1.3)

The new Course and Curriculum Change form is an electronic form (a template) that opens in Word and can be saved as a Word document. The form should therefore be filled out electronically, except for the later addition of required signatures and dates. As you will see when you first open the form, it consists of a number of check boxes, drop menus, and text fields designed to standardize and (we hope) streamline the process of completing curricular change requests.

Use the form **only** for course changes; other changes (e.g., program changes that will appear as text in the catalog) should be submitted in the usual way (i.e., as a memorandum).

Step by Step Instructions

- Obtain the latest copy of the file from the Registrar's Web site. The file is a Word document template.
- Open the file in Word, and complete all fields. Change any default answers as needed. The form will expand to accept text of any additional size.
- Once the form is completed, save the file as a Word document; use the program code and course number (e.g., PSYC 250) as the file name.
- Print 2 copies of the completed form.
 - 1 copy will be the original and should include required departmental signature(s) and any attachments (i.e., course syllabus, if required)
 - 1 copy should be for your records.
- Routing. The original should be sent from the department or program to the Registrar.
- Submit the electronic copy (the Word file) as an attachment to an email message, to CourseCurriculum@uwp.edu.

Helpful Note. Descriptions for many (though not all) of our existing courses can be “cut-and-pasted” from the course descriptions available in the SOLAR system. Log onto SOLAR, go to “View Course Catalog,” and search for the appropriate program and the course description. Cut and paste the description into the form. Unfortunately, you cannot insert nontext files (e.g., pdf snapshots of catalog copy descriptions) into the text boxes. Of course, you can also type the descriptions from existing catalog sources.