Instructions for the new Course and Curriculum Change Form (v.1.7)

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) continue to 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 as a written proposal indicating the change/new program including catalog copy of the program information/change.

Step by Step Instructions

- Obtain the latest Word copy of the form from the J Drive: Campus Info\Registrars Office\Course and Curriculum. 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.

- A syllabus must accompany a course that is new, has substantial changes or if it is changing method of instruction. Please note that based on university policy for courses that are requesting to be offered in the hybrid/blended format the percentage of online vs face to face must be noted in the syllabus.

- Submit the electronic copy (the Word file) as an attachment to an email message, to CourseCurriculum@uwp.edu and copy the department chairs(s)/program director(s) and the Dean(s) appropriate for this course and for any cross-listed courses.

   In your email message please ask your chair/director and dean to respond to all to verify that they support the new course/change to a course.

   DO NOT SEND PAPER COPIES AT THIS POINT, HARD COPIES WITH ALL SIGNATURES WILL BE REQUIRED AFTER THE COURSE HAS BEEN APPROVED IN ITS FINAL VERSION.

- Once the form has been approved in its final version, the department chair will receive an electronic copy of the form from the committee to print and route for signatures.

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 non-text 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.