Style Guide/FAQ for UCC submissions:

What needs to go through the UCC?
- Changes/additions to undergraduate programs of study
- Changes to existing undergraduate course descriptions, pre/corequisites, names, or course numbers (including 5000-level courses)
- Creations/deletions of undergraduate courses (including 5000-level courses)

What information needs to be provided?
- **What.** What is it that is being changed/created/deleted? Programs of study and existing courses should appear on the agenda exactly as they appear in the catalog. Please do NOT retype them. Please do not copy them from your advisement sheets. If you send me a request for a Word copy of your program of study and/or particular courses, I will be happy to provide them for you to copy and paste.

  - **Additions should be in bold font.** Deletions should be in strike-through font.

  - **New courses** must have CURCAT information (see examples on the following pages). This includes: Major Department; Can course be repeated for additional credit; Maximum number of credit hours; Grading Mode; Instruction Type; and **Equivalent Course.** This last, Equivalent Course, is something added last year and is to be used when a new course is being created to replace an old course and is used by the Registrar’s Office, in part to make sure students do not try to take both the old course and the new course for credit.

  - **5000-level courses** must include prerequisites at both the undergraduate and graduate level.

- **Why.** Why are you making this change? This is appears under the heading, Rationale. This is used both to explain to the committee members why changes are proposed, and to document for the future why these changes were made.

  - **5000-level courses** must include in the rationale a description how the graduate portion of the class will differ from the undergraduate portion (i.e., additional assignments, readings, more substantive papers, etc.).

- **When.** In what term is this change to take place? Because of SACS rules regarding the catalog in a given year matching what is being required of students, changes to prerequisites and courses of study may not take place earlier than the coming Fall semester.

  - New courses may be created and offered in the spring or summer, if they are submitted early enough to go through the required approval process.
Submission deadlines:
New courses for spring semester: no later than the September UCC meeting.
New courses for summer term: no later than the February UCC meeting.
Changes to programs of study, changes to existing classes – title, hours, prerequisites, description – and new courses for fall semester: no later than the February UCC meeting.

Anything submitted to the UCC after the February meeting cannot go into effect until the fall semester after the upcoming fall semester. For example, if you submit something to the UCC in March 2011, it cannot go into effect until Fall 2012. This is governed by two factors: 1) The process of approval by the Senate and then by the President takes 6-8 weeks. As a result, 2) Changes submitted to the UCC after February would have to be made in Banner in the middle of student registration. This was attempted in Spring 2010 and caused all manner of difficulties. Hence, this change had to be made.

Format. I am not particular about indentations, margins, or fonts; these things can be easily standardized when I assemble the agenda. However, please do not use automatic outlining or bulleting. This causes great difficulties.

Important note: If you make changes to courses in your program of study – deletions, or changes in course number, course name, or hours – or if you delete or make changes in course number for courses that are prerequisite to other courses in your area, you must submit the changes to the program of study and to the courses that are affected by your changes. There is sometimes a perception that these changes happen automatically, but they do not. They must be included as agenda items for documentation purposes in order to be changed in the catalog and in Banner.

Examples of different types of curriculum items appear on the following pages. If I may be of any assistance, please email me or call me at 344-2592.

Phyllis L. Panhorst
Coordinator of Faculty Information
Catalog Editor

8/18/2010
Creation of new courses

What information needs to be provided?
- Since this is an addition, it should be made in **bold font**.
- A rationale for the creation of the course. The rationale should explain why the course is being created in enough detail that the committee will understand why you're proposing the addition.
- An effective date.
- CURCAT information, including the new field, Equivalent Course

Example:

1. Create the following course:
   PEHM 3100 – Outdoor Lifetime Activities
   Prerequisite: None
   Description: Instruction in techniques, safety practices, rules, strategies, and equipment necessary for instruction in outdoor activities. Activities may include aquatics, archery, backpacking, camping, cycling, fishing, hiking, orienteering, ropes course, and group development activities. Field trips to allow student participation in select activities and an additional fee may be required.

   Rationale:
   The creation of this course content permits the department to address a content standard for health and physical education programs established by the Professional Standards Commission. Additionally, completion of this course will prepare students to teach required content in outdoor education and aquatics.

   Effective Term: Fall 2010

   CURCAT:
   Major Department: Health and Physical Education
   Can Course be repeated for additional credit? No
   Maximum Number of Credit Hours: 2
   Grading Mode: Normal
   Instruction Type: Lecture
   Course Equivalent: PEHM 2702
Deletion of courses

What information needs to be provided?
- Since this is a deletion, it should be made in strikethrough font.
- A rationale for the deletion of the course. The rationale should explain why the course is being deletion in enough detail that the committee will understand why you’re proposing the deletion.
- An effective date.

Example:

8. Delete the following course:
   PEHM 4500—Management and Operation of Physical Education and Sports Programs
   ____________________________ 3-3-3

   Rationale: The content covered by PEHM 4500 is now addressed in PEAT 2100, PEHM 2500, PEHM 4701, PEHM 4702, and PEHM 4703.

   Effective Term: Fall 2010
   ____________________________

Notes:

1. Note that the course descriptions do not need to be included. Only the course numbers, titles, and hours are needed.
Modifications to existing courses

What information needs to be provided?
- **Additions should be in bold font.** Deletions should be in strike-through font.
- A rationale for the change. The rationale should explain why the course is being changed in enough detail that the committee will understand why you’re proposing the change.
- An effective date.
- CURCAT information **does not need to be included** unless it is being changed.

Examples:

4. **Modify the following course**
   ENGL 4750  Creative Writing (Fiction)  3-0-3
   Prerequisites:  ENGL 2100 or permission of department head  ENGL 3730

   **Rationale:** The creative writing sequence will now begin with an introductory course – ENGL 3730 – that will address several forms of creative writing: fiction, poetry, screenwriting, creative nonfiction. The department wants students to have taken this general creative writing course before courses in specific forms.

   **Effective Term:** Fall 2010

1. **Modify the following course:**
   RADS 4450  Radiology Management and Leadership Radiologic Sciences Management  3-0-3
   Prerequisite:Permission of instructor or department.
   Description: Open only to majors in radiologic sciences. Management, leadership, health care financing, and total quality concepts specific to the radiation sciences.

   **Rationale:** The course name and description have been modified to represent all tracks in the Department of Radiologic Sciences.

   **Effective Term:** Fall 2010

Notes:

1. Note that in the first example, where only the prerequisite is being changed, the course description does not need to be included. However, in the second example, where only the title and description are being changed, the prerequisite is included.
Creation of/Changes to 5000-level courses

What information needs to be provided?
The same rules apply to creation of changes to 5000-level courses as to regular undergraduate courses. However, because a 5000-level class has, by definition, an undergraduate and graduate component, there are additional requirements.

- 5000-level courses **must** include both undergraduate prerequisites and graduate prerequisites.
- new 5000-level courses **must** explain in the rationale how the graduate portion differs from the undergraduate portion.

Example:

1. Create the following course:
   CSCI 5990U/G SPECIAL TOPICS IN COMPUTER SCIENCE V-V-(1-4)
   Undergraduate Prerequisites: announced with the topic
   Graduate Prerequisites: announced with the topic
   Description: Selected new topics in computer science.

   **Rationale:** Allows courses to be offered covering topics not currently covered by upper level computer science courses. The special topics course is needed at both the undergraduate and graduate level. Undergraduate students will enroll in CSCI 5990U and graduate students will enroll in CSCI 5990G. Graduate students will be required to work on a project and deliver a final report or paper.

   **Effective Term:** Fall 2010

   **CURCAT:**
   Major Department: Information, Computing, and Engineering (Computer Science)
   Can Course be repeated for additional credit? No
   Maximum Number of Credit Hours: 4
   Grading Mode: Normal
   Instruction Type: Lecture
   Equivalent course: CSCI 5990U is equivalent to CSCI 4990
Modifications to undergraduate programs of study

What information needs to be provided?

- **Additions should be in bold font.**  Deletions should be in strike-through font.
- A rationale for the changes.  If it is simply to update the program of study to reflect changes made to courses, that is sufficient rationale.  If it is a more substantive restructuring/modification, more information needs to be provided.
- An effective date.

Example:

7. Modify Program of Study for the Bachelor of Science in Education in Health and Physical Education
   B. Major Field Courses .................................................. 58 hours
   EDUC 3100 – Technology Applications for Teachers
   EDUC 3200 – Curriculum, Instruction, and Assessment
   EDUC 3300 - Educating Students with Disabilities in the General Education Classroom
   PEHM 2701 – Outdoor Team Sports
   PEHM 2702 – Indoor Team Sports
   PEHM 3000 - Current Health Education Issues
   **PEHM 3050 – Techniques in Team Sports**
   PEHM 3090 – Basic Games, Dance & Rhythmic Activities
   **PEHM 3100 – Outdoor lifetime activities**
   **PEHM 3200 - Motor Development and Learning**
   PEHM 3500 - Exercise Physiology
   PEHM 3700 - Individual and Dual Sports
   PEHM 4000 – Fitness Theory and **Nutrition Assessment**
   PEHM 4090 – Health Education Topics
   PEHM 4100 – Adaptive Physical Education
   **PEHM 4500 – Management and Operations of Physical Education and Sports Programs**
   PEHM 4701 - Elementary School Health and Physical Education Curriculum and Methods
   PEHM 4702 - Middle School Health and Physical Education Curriculum and Methods
   PEHM 4703 - Secondary School Health and Physical Education Curriculum and Methods
   PEHM 4750 - Internship II - Student Teaching

   **Rationale:** The content covered by PEHM 4500 is now addressed in PEAT 2100, PEHM 2500, PEHM 4710, PEHM 4702, and PEHM 4703.

   **Effective Term:** Fall 2010

Notes:
1. Notice that since modifications were only being made to sections B of the program of study, only section B was included.  Only sections with changes are included.
2. When making these sort of modifications, make sure your total credit hours per section and for the whole program are still correct.