INSTRUCTIONS FOR COMPLETING U-C FORM

General:

1. Verify that this is the “current” U-C Form and Instructions by visiting the following website: 
   http://www.ewu.edu/x8434.xml
   Non-Current forms will be returned to the originator.

2. Complete all items unless the instructions state otherwise. Items, including signatures, will be in blue or black ink or toner (no pencil).

3. Do not modify the form itself. Future versions are expected to be released in “pdf” format that will 
   allow users to “fill in boxes” without the risk of changing the form itself.

4. Failure to follow these instructions will result in the proposal being returned to the originator.

5. Submit the original, signed-off form together with all appropriate supporting documents to the 
   Undergraduate Studies Office located at 207 Showalter.

6. What to submit:
   (a) Form U-C (three (3) pages) – completed per these “Instructions for Completing U-C Form.”
   (b) Course Syllabus including, at minimum, the following:
       • Course Title
       • Course Number
       • Course Credits
       • Course Prerequisites
       • Course Description
       • Course Text (if used)
       • Course Objectives (stated as student learning objectives): 
         What will students know and be able to do as a result of taking the course?
       • Evaluation of Student Performance:
         How will students’ grades in the course be determined?

   Note: if proposal is for a course revision, include both the new and old syllabuses.

   (c) For 490 Senior Capstone or 491 Senior Thesis courses, new or revised:
       (“Departmental Capstone or Senior Thesis approval process submissions”)
       Documentary evidence must be provided demonstrating how the Departmental Capstone or 
       Senior Thesis course meets the intent of the Departmental Capstone/Senior Thesis course as 
       described on the attached “Instructions for Departmental Capstone Submission” form.

7. Please address questions about this form to Mark Baldwin, Assistant Dean of Undergraduate Studies, 
   359-2449, mbaldwin@mail.ewu.edu Showalter 207.
8. Timelines:
   (a) New Courses:
       Proposals for new courses can be submitted anytime. New courses can be taught in the quarter following their approval.
   (b) Revised Courses:
       Revised courses (including changes in course title, course number, credit total, and prerequisites) will take effect in the subsequent fall.
   (c) When adding a course fee – course fees are currently only approved in June of each year.

**FORM U-C, PAGE 1 OF 3**

**NEW/REVISED COURSE NUMBER:**

Include the entire course number – both the prefix and the course number, e.g., ACCT 251.

If revising the course number of an existing course, include here the revised course number.

Course number 490 is reserved for Senior Capstone courses.

Course number 491 is reserved for Senior Thesis courses.

Course numbers x95–x99 are reserved for non-standard courses:

   x95 – Internship
   x96 – Experimental
   x97 – Workshop
   x98 - Seminar
   x99 – Independent or Directed Study

Note: If creating new prefix, contact the Undergraduate Studies Office before submitting forms with new prefix.

**Experimental Courses:**

Course numbers x96 are reserved for experimental courses. Experimental courses may be offered for three quarters prior to being submitted to CPAC and UAC for approval as a regular university course using a standard course number. To complete the paperwork for an experimental course contact Cynthia Swanson, Program Assistant, Office of Records and Registration.

**X98 – Seminar:**

Course numbers x98 are reserved for seminar courses. Seminar courses may be offered repeatedly and are distinct from x96 Experimental courses.

Course numbers of banked courses may not be used for new or revised courses until the course has been un-banked or deleted. (Courses may be un-banked through the office of Dr. Ron Dalla, Vice Provost and Dean of Graduate and Undergraduate Studies.)

**Special Topics Courses**

A. Proposals for “Special Topics” courses must include sample syllabuses. In recognition of the nature of such courses, it is acceptable for such items as the course text and learning objectives to vary between course offerings.

B. The “Justification” section of form U-C must clearly communicate why a regular (non-special topics) course is not adequate.
INSTRUCTIONS FOR COMPLETING U-C FORM

C. The Catalog (course) Description must identify the topical or subject coverage in as much detail as possible.

NEW/REVISED COURSE TITLE:
Include the (full) course title.
If revising the course title of an existing course, include here the revised full course title.

DEPARTMENT:
The name of the originating department and the date the proposal is submitted to Undergraduate Studies, Showalter 207.

FACULTY CONTACT:
Identify the faculty member most familiar with the details surrounding the proposal. This person may be contacted to resolve questions associated with the proposal. Include phone number and e-mail address.
Reminder – forms without all such required fields completed will be returned to the originator.

SECRETARY/ASSISTANT:
If there is an administrative-type employee who assisted with preparation of the U-C form, identify this person. This person may be contacted to resolve questions associated with the proposal. Include phone number and e-mail address.

DEPARTMENT CHAIR:
The (dated) signature of the originating department’s Chair is required.

DEAN:
The (dated) signature of the originating academic unit’s Dean is required.

INTER-DEPARTMENT COORDINATION:
Form U-C must contain signatures from the Chair of all departments that are affected by or have an interest in this course (new courses) or in the revisions to the course (course revisions). For each department, the Chair should sign and check either “Concur” or “Do Not Concur.” Any non-concurring signature must be accompanied by a written statement, indicating the reason for the non-concurrence.
Departments that may be interested in the proposal include, but are not limited to:

- Departments that designate the effected course as optional or required in a major, minor, or option.
- Departments that teach similar courses that may be viewed as redundant.

If the signatures of more than six (6) departments are required, or if, for the sake of expedience, proposals are routed to departments simultaneously, feel free to attach multiple “Inter-Department Coordination Signature Pages” (included as part of this package, after the instructions).

COMMITTEE, COUNCIL, AND ADMINISTRATIVE APPROVAL:
Proposal originator does not put in anything here. This section is completed as the proposal is processed.
INSTRUCTIONS FOR COMPLETING U-C FORM

FORM U-C, PAGE 2 OF 3

THIS PROPOSAL IS FOR A (CHECK ONE):

New Course:
Check this box if the proposal is to create a new course.

Revised Course:
Check this box if the proposal is to modify an existing course.

Course Deletion:
Check this box if the proposal is to delete an existing course.

If the proposal is to delete and existing course, then only Form U-C Page 1 of 3 and checking the “Course Deletion” box is required. The remainder of Form U-C need not be completed for course deletions.

FOR EACH OF THE FOLLOWING ITEMS (CONTAINED IN THE TABLE BELOW THE “CHECK-BOXES”):

(a) If the proposal is for a course revision - complete both columns.
(b) If the proposal is for a new course – complete the “New or Revised Course” column.

Proposals that do not completely fill out the required column(s) will be returned to the originator for completion.

COURSE NUMBER:
Use the same course number (prefix and course number) as used on page 1 of 3 “New/Revised Course Number.”

TITLE:
Include the (full) course title.
If revising the course title of an existing course, include here the revised full course title.

ABBREVIATED TITLE (32 CHARACTERS & SPACES):
Include the course title as it will appear in the catalog and course announcements.
If revising the course title of an existing course, include here the revised course title as it will appear in the catalog and course announcements.
Note – this “Abbreviated Title” must be limited to thirty-two (32) characters INCLUDING spaces and punctuation.

MODE OF INSTRUCTION:
Indicate the “type” of course, e.g., Lecture, Laboratory (“Lab”), Thesis, Seminar.
Of critical importance is whether the course has a “Lab” component—this affects the determination of credit hours (see “Credit Hours” below).
INSTRUCTIONS FOR COMPLETING U-C FORM

STUDENTS ALLOWED:
Identify the minimum and maximum number of students that may enroll in a single section of this course.

Use the following format - “Min/Max” where “Min” is the minimum number of students and “Max” is the maximum number of students.

CREDIT HOURS:
Identify the number of (quarter) credit hours earned by completing the course.

Guidelines:
(a) 1 credit = 1 contact hour of instruction per week for lecture for lecture/discussion classes.
(b) 1 credit = 2 contact hours of instruction per week for all other modes of delivery, e.g., “Lab.”
(c) 1 contact hour = 50 minutes during the regular academic year.
(d) 2 hours of learning activity outside of class per credit per week is expected (e.g., 10 hours of outside time per week for a 5-credit class).

LECTURE HOURS/WEEK:
Identify the lecture hours of instruction per week.

LABORATORY/PRACTICUM HOURS/WEEK:
Identify the non-lecture hours of instruction per week, e.g., hours of lab or practicum.

PREREQUISITES:
Identify all prerequisites for the course. For example, prerequisites may include:
1. Courses – courses that need to be completed before enrolling in the proposed/revised course.
2. Program – students may be required to attain a certain standing, e.g., “junior-level standing,” prior to enrolling in the proposed/revised course.
3. Other – students may be required to complete other items, e.g., CPR Certification, before enrolling in the proposed/revised course.

All 300 and 400 level courses must have prerequisites.

Note – History courses are exempted from this requirement. Departments should contact the Undergraduate Affairs Council (UAC) to request such an exemption.

Extra care should be taken to ensure prerequisites are easily understood. The following method is required for course prerequisites and may be adapted to program and other types of prerequisites:

1. Use only the course prefix and number, e.g., ACCT 251, “and,” “or,” and parentheses, i.e., “(“ and “).” To aid users, feel free to use brackets, i.e., “[“ and “],” when “layering” parentheses (see example below).

2. Example:
   a. Assume that the prerequisites for ACCT 356 are:
      (i.) ACCT 251 or ACCT 301, and
      (ii.) ACCT 252 or ACCT 302, and
      (iii.) DSCI 245, or
INSTRUCTIONS FOR COMPLETING U-C FORM

(iv.) Permission of the instructor (overrides all the above prerequisites).

b. Proper formatting:
   Prerequisites: [DSCI 245 and (ACCT 251 or ACCT 301) and (ACCT 252 or ACCT 302)] or Instructor permission.

PASS/NO CREDIT GRADING FOR ENTIRE CLASS?
   Indicate whether the course may allow this type of grading.

PASS/FAIL GRADING FOR ENTIRE CLASS?
   Indicate whether the course may allow this type of grading.

IS COURSE REQUIRED IN A MAJOR OR MINOR?:
   Indicate whether the proposed/revised course is listed as a “Required” course in any major, minor or option offered by EWU.
   Note: If the proposed course is or shall be required in a major, minor or option offered by EWU, the new course (U-C) proposal should be accompanied by the associated program revision (U-P) proposal incorporating the change(s) associated with requiring the new course.

WILL YOU REQUEST A COURSE FEE FOR THIS COURSE?
   Indicate whether the new/revised course is intended to have a course fee.
   See http://www.ewu.edu/provost/forms.html to obtain the “Course Fee Request Form AA-1.”

IS IT A GECR COURSE?
   Indicate whether the new/revised course is intended to be a General Education Core Requirement (GECR) course. Note that such courses will be reviewed by the GECC prior to the CPAC review.

GENDER OR CULTURAL DIVERSITY?
   Indicate whether the new/revised course is intended to be a Gender or Cultural Diversity course.

INTERNATIONAL STUDIES?
   Indicate whether the new/revised course is intended to be an International Studies course. Note that such courses will be reviewed by the GECC prior to the CPAC review.

IS IT A SENIOR CAPSTONE/THESIS COURSE?
   Indicate whether the new/revised course is intended to be a Senior Capstone or Senior Thesis course. Note that such courses will be reviewed by the GECC prior to the CPAC review.

IS IT A TEACHER EDUCATION COURSE?
   Indicate whether the new/revised course is intended to be a Teacher Education course.
   If the course is intended to be a teacher education course, then the following signatures must be obtained by the originator:
   (a) Teacher Certification - Nancy Scherler, 312 Williamson (312 WMS)
   (b) Department Chair – Department of Education.
INSTRUCTIONS FOR COMPLETING U-C FORM

CATALOG DESCRIPTION:

For a new course – insert the course description, as you wish it to appear in the catalog, in the “New or Revised” column. This includes the course title, prerequisites, credits and the course “description.”

For revised courses:

(a) Insert the old course description, as it currently appears in the catalog, in the “Old or Existing” column.

(b) Insert the revised course description, as you wish it to appear in the catalog, in the “New or Revised” column.

All changes to the course description must be indicated by underlining or italicizing both:

• Under “Old or Existing” – Changed or omitted text, AND

• Under “New or Revised” – Changed or added text.

(c) If there are no changes in the description, write “No Change” in the “New or Revised” column.

Note – For revised courses, even if there are no changes to the course description, enter the existing course description in the “Old or Existing” column.

JUSTIFICATION:

What evidence supports the need for the new course or for changing the existing course?

For a new course or a course revision including a change in the course number, justify the course number in terms of difficulty.

For a new course or a revised course with a change in the number of course credits, provide the rationale for the number of course credits. Make sure the syllabus reflects the number of credits or change in the number of credits. Provide an explanation for how the credits comply with the standards listed above under “Credit Hours.”

For a new course or a revised course with a change in prerequisites, provide a rationale each course prerequisite or each prerequisite change.

For a revised course with a change in the course title or catalog description, provide a rationale for the change in title or course description.

FORM U-C, PAGE 3 OF 3

These two questions must be completed if any of the following apply:

(a) If the new or revised course is required in a MAJOR program, or

(b) If the new or revised course is required in an OPTION program, if the end of program goals and assessment differentiate between options, or

(c) If the course is intended to be a GECR.

If either of the two situations above apply to this proposal, for both questions 1. and 2., check either “Yes” or “No” as appropriate.

With regards to question 2.:
If question 2. is answered “Yes,” attach the amended section of the department plan that articulates additions or revisions of goals. In addition, please include a one-sentence rationale indicating why the goals or objectives are added or revised. (Such a rationale might be “new professional accreditation standards” or “changes in the field” or “results of previous assessment efforts.”)
INSTRUCTIONS FOR COMPLETING U-C FORM

For questions regarding how to fill out Form U-C, Page 3 of 3, End-of-Program Goals/Objectives Confirmation, please contact the Office of Institutional Research, Demography & Assessment.
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These Guidelines document the tasks that EWU Administration performs in the review of the U-C Form (UNDERGRADUATE NEW COURSE OR COURSE REVISION PROPOSAL FORM).

1. Verify that the proposal received is using the “Current” U-C Form.
2. Verify that the proposal has been completed per the applicable “Instructions for Completing U-C Form.”
3. If the proposed/revised course is intended to be any of the following:
   (a) GECR course,
   (b) Gender or Cultural Diversity course,
   (c) International Studies course, or
   (d) Senior Capstone or Senior Thesis courses.
then route the proposal to the GECC (General Education Coordinating Committee) after approval by CPAC (Course and Program Approval Committee).

4. Include with the U-C “package” additional information for courses under the responsibility of the GECC, e.g.,
   (a) For Capstone courses, include the latest approved “Instructions for Departmental Capstone Submission” until the GECC releases an update to these Capstone Instructions.
   (b) For GECR courses, Gender or Cultural Diversity courses, or International Studies courses, do similar “Instructions” exist?
   Perhaps this should be an item on UAC’s agenda for early in the ‘02/03 academic year?

5. Be the “Focal Point” for tracking the progress of course proposals, e.g.,
   (a) Keep track of course proposals received and their current status, i.e., who has them and how long they’ve had them.
   (b) Provide to CPAC, during its regular meetings, a report indicating proposals received and status.