

University of Central Oklahoma
Curriculum Change Request Process
Frequently Asked Questions

Curriculum Forms

1) **What forms do I use?**

All forms are used for graduate and undergraduate requests.

FORM TO USE	REASONS FOR USING
Request for New Course	When the department/school creates a new course, including a course that was previously taught under a common course number (Seminar, Topics, Advanced Topics, etc.)
Request for Course Change	Any time a department/school is changing an existing course including: credit hour, level, title, description, prerequisite, enrollment restriction, or other.
Request for Course Deletion	When a department/school requests the deletion of an existing course.
Request for University Core Course	When a department/school wants a course included, deleted from, or moved to another area in the University Core.
Request for Addition of a Minor	When a department/school wants to add a new minor to an existing program.
Request for Program Change Requires Regent's approval if the change is a title or degree designation	Anytime a department/school wants to change a program including: curriculum change, name change, degree designation, GPA, admission requirement, or other. Note: On occasion requested changes from one department may impact a program in another department/school and require that department/school to submit a program change request.
Request for Program Deletion(s)	When a department/school wants to delete an entire program, major, minor or other.
Request for Enrollment Restriction Change	When a department/school wishes to change only the enrollment restrictions in an existing course. If other changes are requested, the "Request For Course Change" must be used.

2) **Where do I get the forms?**

The forms are located at <http://www.busn.ucok.edu/academicaffairs/forms.htm>.

3) **Can I copy the forms to my hard drive and use them from there?**

Yes, if you are submitting more than one request at a time; however, the forms are subject to change. For that reason, it is best to download the form when making a change.

4) **Does every line need to be filled out and all questions answered?**

All questions need to be answered except in the enrollment restriction area where leaving the information blank indicates no change in the enrollment restrictions. Otherwise all other questions must be answered. For items that are not being changed, list the existing information and indicate “no change.”

CIP Codes

5) **What is a CIP code?**

A CIP (Classification of Instructional Program) code is a nationally standardized code that the State Regents use to classify courses and programs for reporting purposes.

6) **Where do I find a CIP Code for my Request for a New Course or a Request for Course Change form?**

Each dean’s office has a current list of CIP Codes. The codes are also found at <http://www.ucok.edu/ir/prginv.html> on the UCO website.

Syllabus

7) **Do we have to submit a syllabus with each request?**

Only requests for new graduate courses require the inclusion of a syllabus.

Course Description

8) **When do I need to submit a request to change a course description?**

Anytime the content is changed significantly resulting in a description that no longer accurately describes the course content, the description should be changed.

Impact On Teacher Education Programs

9) **How do I know if the course I am changing is going to impact a Teacher Education program?**

The easiest way is to run a search in the undergraduate or graduate catalog (a link is located on the Academic Affairs homepage). This is done by opening the catalog with Acrobat Reader, clicking on the edit tab at the top and selecting “find” or “search” in the menu. Enter the course prefix, a space and the course number and tell it to find the “next one.” This scans through the catalog and shows where the course is listed. If there is any question, contact the Associate Dean for the College of Education and Professional Studies.

10) **If it does, what do I do?**

Contact the Associate Dean in the College of Education and Professional Studies and document the discussion in the appropriate space on the form. Submit a copy of the

proposal to the Associate Dean of the College of Education and Professional Studies for review by the Council on Teacher Education.

Impact On Other Programs

11) If I am changing prerequisites or enrollment restrictions on my course, do I need to ensure that this course is not a requirement in other majors?

Yes! Changing these two elements of a course could seriously impact another degree, either within or outside of the requesting department, that either requires the course for graduation or where the course is a guided elective for their majors.

12) How do I know if my course is a requirement (or elective) in another major or department?

The easiest way is to run a search in the undergraduate or graduate catalog (a link is located on the Academic Affairs homepage). This is done by opening the catalog with Acrobat Reader, clicking on the edit tab at the top and selecting “find” or “search” in the menu. Enter the course prefix, a space and the course number and tell it to find the “next one.” This scans through the catalog and shows where this course is listed.

13) If I find the course in another program (major or minor), what do I do?

Discuss the proposed change(s) with the department chair(s) of the other program(s), determine if the change(s) will impact the other program(s), and document the discussions on the request form in the appropriate space.

14) Does it matter what changes I am making in my course before it will impact another program?

Yes. There are changes that you could make that would not impact other programs. For example, changing a prefix would not necessarily impact other programs that require this course. Title changes might be another area that will not impact another program. However, changes such as prerequisite, credit hour or enrollment restriction changes could impact other programs. If this occurs, you are required to contact the chair(s)/director of the other program(s) and discuss the potential conflicts created by the change. **Note:** In reverse, on occasion requested changes from other departments may impact your program and require you to submit a Request for Program Change.

15) Could my requested change impact another program enough to require the other program to submit a Request for Program Change?

Yes. Anytime your requested change causes a change in another program’s curriculum including a change in the total credit hours, the availability of a required/elective course in the other program to their majors/minors, or creates hidden requirements a program change is needed.

Hidden Requirements

16) What is a hidden requirement?

A hidden requirement occurs when there is a requirement that is not directly listed in the program. For example, when there is a prerequisite for a required course and the prerequisite course is not listed as part of the program. Hidden requirements are not allowed.

Enrollment Restrictions

17) What will happen if I list our department major code(s) as “May” enroll in this course in the enrollment restrictions section?

Listing specific major codes prohibits all other majors not listed from enrolling in this course. By leaving this section blank you allow any qualified student to enroll in the course regardless of major.

Contact Hours

18) How do I calculate “contact hours?”

“Contact hours” are calculated on a weekly basis. The State Regents require 800 contact minutes per credit hour per semester. One credit hour equals 50 minutes of contact with the students in a one hour block per week. For a three-hour course, the contact hours should total 3. If the course will only be taught in a timeframe shorter than a full semester, determine the contact hours in relationship to the State Regents’ requirement of 800 minutes per credit hour per semester.

Resources

19) If I am creating a new major, do I need to check with the Max Chambers Library to see if they have the appropriate resources for the students?

Yes! For every new major and course there should be the appropriate resources in the library to support the students and their research. Before submitting a request for a new major, a department should request an inventory from the library to ascertain if there will be resources needed for the degree.