University of Colorado **Denver**

CU IN THE CITY

Intro Block

This form must be submitted by a CLAS chair or director. If you are submitting on behalf of someone in that role, please have the approving individual send an email to CLAS.EPCC@ucdenver.edu indicating their approval of this request.

I acknowledge/confirm that my department and I have made an effort to diversify the teaching materials, resources and methods to represent diverse perspectives in this syllabus and course, as much as possible. We ensure that it includes authors from marginalized groups, when possible, so that students are exposed to scholars and practitioners from across the discipline/ field of study, inclusive of race, gender, class, sexual orientation, ability, ethnicity or other identities.*

◯ Yes

○ Other

Please Explain

[   ]

Basic Course Information

Course Revision Type *

☐ Course Subject Code
☐ Course Number
☐ Course Title
☐ Course Description
☐ Course Requisites
☐ Adding or Removing a Cross-list
☐ Units of Credit/Repeat for Credit
☐ Term Offered
☐ Other

When should the change go into effect? *

[⌄]

What is the course level? *

◯ Undergraduate
◯ Graduate
◯ Both

How frequently will this course be offered? *

☐ Every Summer
☐ Every Fall
☐ Every Spring
☐ Every other year
☐ Irregularly

Changes Block

Original Course Subject Code *

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[                                                                              ]
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New Proposed Course Subject Code *

Original Course Number *

New Proposed Course Number *

Original Course Title *

New Proposed "Official" Course Title - (29 characters, for transcripts) *

New Proposed "Unofficial" Course Title (100 characters, will show in the catalog) *

Original Course Description *

New Proposed Course Description *(note that per RO policy, course descriptions should stay around 40 words)* *

Enforced prerequisite and/or co-requisite courses and conditions for enrolling *

(Indicate the exact course numbers, minimum grades and/or student levels required to prepare student's for success, and that you require for enrollment in the course. All conditions listed above will be enforced by the CU-SIS registration system, preventing registration by students who do not meet the conditions. Students who enroll while completing the requisite will have requisites checked post enrollment and administratively dropped if they do not meet the expectations of the requisite. This information will be included in the course description.)

Course notes and recommendations *

(Please list any additional information that you think might be useful to a student making the decision to take this course. For example, you might list the high-impact practice(s) used in the course. You might describe other recommended preparation for the course (e.g., performance in or completion of previous coursework) that will support student success. These recommendations will NOT be enforced as pre- or co-requisites and will NOT prevent registration for the course. You may not administratively drop a student who does not meet these

qualifications. This information will be included in the course description.)

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Credit hours for this course are: *

○ Fixed
○ Variable

Number of Credits or CEUs *

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Minimum Credit Hours *

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Maximum Credit Hours *

Is this course repeatable for credit? *

○ Yes
○ No

Can students enroll in multiple sections in the same term? *

○ Yes
○ No

What are the total credit hours of this course, in the academic career, that students can take that will apply toward their degree? *

Cross-Listing

If you are adding or removing courses to be cross-listed with ${q://QID58/ChoiceTextEntryValue} ${q://QID60/ChoiceTextEntr please fill out the attached spreadsheet and upload it below.

Course Cross-Listing Spreadsheet

Upload the completed Course Cross-Listing Spreadsheet here *

NOTE: please make sure ALL cross-listed courses are accounted for in this spreadsheet, including cross-lists that may already exist for this course.

EPCC Questions

Please attach a sample course syllabus that includes the requirements detailed in the CU Denver Campus Administrative Policy. Be sure to clearly outline:

- Course Goals/Outcomes

- Overall learning objectives
- Majors topics covered and the schedule for covering the content
- Rationale (instructor's statement relating course content to student's academic or professional growth, etc.)

- Evaluation
  - Requirements (papers, oral reports, projects, quizzes, tests, final exams, etc.), including points, deliverables, and due dates (dates are optional for EPCC review)
  - Instructor's grading policy
  - Instructor's attendance, participation, and late-work policies. If attendance is part of a student's grade, details in writing are mandatory.
  - If the course is a "slash" undergraduate/graduate course, differing outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated to distinguish them from undergraduate outcomes, assignments, requirements, and metrics.

- Course Procedures
  - Materials (required as well as recommended texts, equipment, software, and supplies)
  - Course calendar/schedule
  - Course-related (and/or School/College-related) policies and procedures, (with appropriate links) such as attendance, late work, incompletes, communication, participation, notification of changes

○ Research/library-related skills needed for successful completion of course

NOTE: If the course will be cross listed as undergraduate/graduate, differing learning outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated in the syllabus to distinguish them from undergraduate outcomes, assignments, requirements, and metrics. Courses which do not clearly differentiate the undergrad/graduate metrics above will not be approved by EPCC.

Please give a numbered list of each learning outcome and its corresponding assessment to measure each outcome as listed in the syllabus.*

NOTE: If the course will be cross listed as undergraduate/graduate, differing learning outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated in the syllabus to distinguish them from undergraduate outcomes, assignments, requirements, and metrics. Courses which do

not clearly differentiate the undergrad/graduate metrics above <u>will not be approved by EPCC</u>.

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Rationale *

(Explain why this course must be revised? What is the impact on degree structure/ academic unit? Will the revision change demand for the course? Is there any other information that will help the committee understand the need for this revision?)

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Application toward program requirements *

(Describe how this course will fit into program requirements and when this will go into effect)

Cross-Disciplinary Overlap *

(Using the CU Denver Academic Catalog and departmental websites, search for any potential overlap with existing courses or programs across the college and the university. Identify and explain any overlap, and summarize all cross-departmental agreements and resolutions. Include documentation of your communication with the chair(s) of the department(s)/program(s) involved when submitting your proposal to the EPCC(e.g. e-mails or letters of support). Failure to identify potential overlap, communicate and collaborate with relevant departments/programs prior to submission to the EPCC may result in the tabling of this course proposal. Note that all new course proposals and revisions will be reviewed by the University Curriculum Committee.)

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Was this course reviewed and approved by your department's curriculum committee? *

◯ Yes
◯ No

Name - who is submitting this form? *

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Please enter the email address where you would like a copy of this form sent. *

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