UHD Curriculog Course Forms for 2024-25 Catalog

Please note that the forms may be updated with minor corrections/additions that may be slightly different from this form. All curriculum changes must be submitted through the appropriate Curriculog form online.

Please see our [online resource for Curriculum planning](#).

The content of the following forms can be found in this document.

UHD Curriculog Form 1.1: New Undergraduate Course

NOTE: This form may be updated for the new catalog with minor corrections/additions.

1. Institution (drop down)
2. Department (drop down)
3. Course subject
4. Prefix
5. Course number
6. Please indicate why this course is identified as either a lower level (1000-2000) or upper level (3000-4000) course (e.g., prerequisite, role in curricular progression, outcomes, assignment types/rigor, etc.).
7. Course title
8. Abbreviated Course title (30 characters or less)—appears in schedule
9. Catalog description-- The language in this box is exactly what will appear in the catalog. Please proofread carefully and ensure that the description correlates plausibly with the objectives for the course.
10. Course learning outcomes
11. Lecture hours
12. Lab hours
13. Total credit hours
14. Grade mode (drop down)
15. Instructional method (drop down)
16. Can this course be repeated for credit?   This means that the course can be retaken and students can get an additional 3 hours of credit toward the degree; this is *not* about repeating courses for grade replacement. A common repeatable course is something like special topics.
17. If yes, how many additional times can this course be repeated?
18. Prerequisite(s) -- Prerequisites should be clearly stated and relevant for the course content and level. Exact language from this box will automatically appear in the catalog. **If there is no prerequisite, please leave the box blank.**
19. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite. **If there is no corequisite, please leave the box blank.**
20. Equivalent courses-- Below please list equivalent or crosslisted courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. If there is an equivalent course, you must also send the same changes through under that prefix/number. If there is no equivalent course, please leave the box blank.
21. CIP code without decimal points (http://www.txhighereddata.org/Interactive/CIP/
22. Funding code
23. Similar courses-- Are there similar courses available in the catalog? If so, please describe how your course minimizes duplication of effort. *Note: While we do not expect extensive*

labor and detailed comparison, we ask that faculty consider to what extent their course may overlap with others. If there is overlap, then we ask faculty to speak to their chairs prior to submission to minimize and/or address concerns that may arise later in the process.

24. Why is this course needed? -- In this box, please offer specific information that is motivating the proposal which may include assessment findings, faculty experience, clarity of course content, student success strategies, etc.
25. Relevance for or Impact on other programs.
26. Qualified faculty as approved by UCC— this is part of our effort to keep up with faculty credentialing. Existing faculty may need to be re-credentialed for the new course so please be sure to have this conversation with your department chair.
27. If you answered "none" in #26, please enter the name of the full-time faculty member or academic administrator responsible for qualified staffing and maintenance of this course.
28. Requires Degree plan change? [NOTE: if you are adding this course to a degree plan as a requirement or to a list of courses, you **must submit a separate form** for the updated degree plan in Curriculog as well.]
29. Effective Term (when course will be first offered—this cannot be earlier than the fall of the next catalog cycle; you cannot offer a course that does not appear in the catalog)

Attachments:

- Course syllabus –should contain minimally the course description as it will appear in the catalog, learning outcomes, required materials, schedule of topics, grading/assessment method
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculog Form 1.2: Change Undergraduate Course

NOTE: this form may be updated for the new catalog with minor corrections/additions

For existing courses, many of these fields will populate when you import the current catalog information.

1. Is this a change to a Core Course or do you intend to edit a course for inclusion in the Core Curriculum? [if yes—it will go to Gen Ed Committee before UCC]
2. Type of course change:

    NOTE: No Number or Prefix Changes - If a course number or prefix needs to be changed you must submit a Course Deletion Form to delete the course and then submit a New Course Form.

3. Institution (drop down)
4. Department (drop down)
5. Course Subject
6. Prefix
7. Course Number
8. Course Title
9. Abbreviated Course title (30 characters or less)—appears in schedule
10. Catalog description-- The language in this box is exactly what will appear in the catalog. Please proofread carefully and ensure that the description correlates plausibly with the objectives for the course.
11. Course learning outcomes
12. Lecture hours
13. Lab hours
14. Total credit hours
15. Can this course be repeated for credit?   This means that the course can be retaken and students can get an additional 3 hours of credit toward the degree; this is *not* about repeating courses for grade replacement. A common repeatable course is something like special topics.
16. If yes, how many times can this course be repeated?
17. Prerequisite(s) -- Prerequisites should be clearly stated and relevant for the course content and level. Exact language from this box will automatically appear in the catalog. **If there is no prerequisite, please leave the box blank.**
18. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite. If there is no corequisite, leave the box blank.
19. Equivalent or Crosslisted courses-- Below please list equivalent or crosslisted courses - this means they are the same course (title, outcomes, and description), but with different

prefixes or numbers. If there is an equivalent course, you must also send the same changes through under that prefix/number. If there is no equivalent course, leave the box blank.

20. Rationale for change: In this box, please offer specific information that is motivating the proposal which may include assessment findings, faculty experience, clarity of course content, student success strategies, etc.

21. Relevance for or Impact on other programs –please consider running an impact report as you consider the implications for other courses or programs by clicking "Run Impact Report" in the top left corner. The impact report can show you which other courses or programs reference this course.

22. Does this require degree plan change? [if yes, must submit a separate Curriculog form for the degree plan update.]

23. Effective Term (when course will be first offered—this cannot be earlier than the fall of the next catalog cycle; you cannot offer a course that does not appear in the catalog)

Attachments:

- Course syllabus – should contain minimally the course description as it will appear in the catalog, learning outcomes, required materials, schedule of topics, grading/assessment method
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculog Form 1.3: New Special Topics Course

NOTE: This proposal is for individual topic titles to be offered under your program's existing special topics course (e.g. MATH 3390 Special Topics in Mathematics). Once a new course is taught under a "Special Topics" designation, it may be offered no more than two more times within a five-year period (see PS 03.A.12.).

1. Institution (drop down)
2. Department (drop down)
3. Course subject
4. Prefix—this should be an existing course subject/prefix/number that your department has established for the special topics option
5. Course number
6. Special Topics Section Title - If title is longer than 30 characters (including spaces) enter abbreviated title using 30 characters or less (includes spaces). If title is originally 30 characters or less enter title again. This abbreviation will appear in the schedule.
7. Semester to be offered
8. Level of Course (Undergraduate or Graduate)
9. Summary of Special Topics Section Content—this is the information unique to your version of the special topics course
10. Course Learning Outcomes

Attachments:
- Course syllabus— this should be a full syllabus per policy requirements
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculog Form 1.4: Delete Undergraduate Course

Many of these fields will populate when you import the current catalog information. [VERIFY that this form requires import.]

Please be aware that when you delete a course, you will not be able to reuse the course number in future planning.

1. Are you deleting a Course in the General Education Core Curriculum? If so, you should first communicate with the General Education Committee and this form will go to GEC before going to UCC. [Verify that this goes to GEC if they say "yes"]
2. Institution (drop down)
3. Department (drop down)
4. Course subject
5. Prefix
6. Course number
7. Title
8. Catalog Description
9. Justification for deleting course
10. Impact on other programs - Consider running an impact report by clicking the "Impact Report" button in the top left corner of the proposal form. The impact report can show you which other courses or programs reference this course.
11. Is there an equivalent course? Equivalent or crosslisted courses - this means they have the same course (title, outcomes, description, prerequisites), but with different prefixes or numbers.
12. If yes, does the equivalent course need to be deleted as well?
13. List equivalent course(s) and send each one through as a deletion on a separate Curriculog form.
14. Effective Term of Deletion (cannot be earlier than the next catalog cycle)
    NOTE: if this affects the degree plan, you must submit a separate degree plan change form in Curriculog to be sure the course is removed.

UHD Curriculog Form 1.5: New Common Core Course

NOTE: This form may be updated for the new catalog with minor corrections/additions
Prior to submitting this form, please communicate with the Chair of the General Education
Committee to be sure that you have all the needed information.

1. Will this course be included in the UHD core curriculum? If not, please use the general new undergraduate course form 1.1.
2. Institution (drop down)
3. Department (drop down)
4. Course subject
5. Prefix
6. Course number
7. Please indicate why this course is identified as either a lower level (1000-2000) or upper level (3000-4000) course (e.g., prerequisite, role in curricular progression, outcomes, assignment types/rigor, etc.).
8. Course title
9. Abbreviated Course title (30 characters or less)—appears in schedule
10. Catalog description-- A core course catalog description must align with the THECB's definition of courses in the Foundational Component Area (FCA). Please review the THECB's definitions for FCAs when developing your course description.
11. Foundational Component Area - All core courses must serve one of the 8 component areas. Course assigned to each component area must align with the component area definition and must include content that helps students develop knowledge and skills related to each assigned objective. Foundational Component Area definitions and assigned core objectives may be found here.
https://www.uhd.edu/academics/Pages/UHD%20GEP%20Common%20Core%20Resources.aspx
12. Core Objectives and learning outcomes - The objectives for the Foundation Component Areas (FCAs) are mandated by the THECB and associated learning outcomes were established by UHD faculty for all courses within each FCA. Thus, any outcomes changes will affect the entire set of courses in the FCA. Core courses should address all outcomes listed, but may develop content-appropriate versions in consultation with colleagues and the Gen Ed committee. See the assigned course outcomes in the proposal form for your area.
13. Rationale for inclusion in core - Please provide clear and specific explanation for request to add this course to the core curriculum. This information will be used not only to guide UHD review but also to present a case to the State when we submit our core changes to the THECB.
14. Lecture hours
15. Lab hours

16. Total credit hours
17. Grade mode (drop down)
18. Instructional method (drop down)
19. Prerequisite(s)-- Core course prerequisites must be within the core areas or developmental curriculum and should be on par with other courses in the same FCA. Common course prerequisites and co-requisites may be found by reviewing existing core courses in the band you selected.   If there is no prerequisite, please leave the box blank.
20. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite.
21. CIP code without decimal points (http://www.txhighereddata.org/Interactive/CIP/
22. Funding code
23. Equivalent Courses - Below please list equivalent courses (leave blank if no equivalent courses)—these are courses with the same title, description, outcomes, and prerequisites but with different prefixes and numbers. Note that if you have an equivalent course, you must select the "crosslisting option" to the right of this form to create a parallel section under the equivalent prefix/number.
24. Similar Courses - Are there similar courses available in the catalog? If so, please describe how your course minimizes duplication of effort. Note: While we do not expect extensive labor and detailed comparison, we ask that faculty consider to what extent their course may overlap with others. If there is overlap, then we ask faculty to speak to their chairs prior to submission to minimize and/or address concerns that may arise later in the process.
25. Total sections of courses to be offered each long semester - In order to maximize university-wide planning for core course offerings, please provide estimates for the staffing plans and sections for this course.
26. Recommended section capacity
27. Issues/Considerations related to T/TT coverage - As part of larger faculty planning, UHD may consider issues of T/TT coverage rates for core courses. Therefore, please estimate T/TT coverage potential for this class and explain any other staffing issue that may be relevant (e.g., if the class will not be offered every semester, or if it is a team-taught class).
28. Number of sections projected to be taught by T/TT faculty each long semester
29. Effective Date

Attachments:
- Completed New Core Course Proposal Form (see GEC website—link)

UHD Curriculog Form 1.6: New Graduate Course

NOTE: this form may be updated for the new catalog with minor corrections/additions

1. Institution (drop down)
2. Department (drop down)
3. Course subject
4. Prefix
5. Course number
6. Please indicate why this course is identified as either a lower level (1000-2000) or upper level (3000-4000) course (e.g., prerequisite, role in curricular progression, outcomes, assignment types/rigor, etc.).
7. Course title
8. Abbreviated Course title (30 characters or less)—appears in schedule
9. Catalog description-- The language in this box is exactly what will appear in the catalog. Please proofread carefully and ensure that the description correlates plausibly with the objectives for the course.
10. Course learning outcomes
11. Lecture hours
12. Lab hours
13. Total credit hours
14. Grade mode (drop down)
15. Instructional method (drop down)
16. Can this course be repeated for credit?   This means that the course can be retaken and students can get an additional 3 hours of credit toward the degree; this is *not* about repeating courses for grade replacement. A common repeatable course is something like special topics.
17. If yes, how many additional times can this course be repeated?
18. **Prerequisite(s)**-- Prerequisites should be clearly stated and relevant for the course content and level. Exact language from this box will automatically appear in the catalog. **If there is no prerequisite, please leave the box blank.**
19. **Co-requisites**- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite. **If there is no corequisite, please leave the box blank.**
20. Equivalent courses-- Below please list equivalent or crosslisted courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. If there is an equivalent course, you must also send the same changes through under that prefix/number. If there is no equivalent course, please leave the box blank.
21. CIP code without decimal points (http://www.txhighereddata.org/Interactive/CIP/)
22. Funding code

23. Similar courses-- Are there similar courses available in the catalog? If so, please describe how your course minimizes duplication of effort. *Note: While we do not expect extensive labor and detailed comparison, we ask that faculty consider to what extent their course may overlap with others. If there is overlap, then we ask faculty to speak to their chairs prior to submission to minimize and/or address concerns that may arise later in the process.*
24. Why is this course needed? -- In this box, please offer specific information that is motivating the proposal which may include assessment findings, faculty experience, clarity of course content, student success strategies, etc.
25. Relevance for or Impact on other programs.
26. Qualified faculty as approved by UCC— this is part of our effort to keep up with faculty credentialing. Existing faculty may need to be recredentialed for the new course so please be sure to have this conversation with your department chair.
27. If you answered "none" in #25, please enter the name of the full-time faculty member or academic administrator responsible for qualified staffing and maintenance of this course.
28. Requires Degree plan change? [NOTE: if you are adding this course to a degree plan as a requirement or to a list of courses, you **must submit a separate form** for the updated degree plan in Curriculog as well.]
29. Effective Term (when course will be first offered—this cannot be earlier than the fall of the next catalog cycle; you cannot offer a course that does not appear in the catalog)

Attachments:

- Course syllabus –should contain minimally the course description as it will appear in the catalog, learning outcomes, required materials, schedule of topics, grading/assessment method
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculog Form 1.7: Change Graduate Course

NOTE: this form may be updated for the new catalog with minor corrections/additions

For existing courses, many of these fields will populate when you import the current catalog information.

1. Type of course change:

NOTE: No Number or Prefix Changes - If a course number or prefix needs to be changed you must submit a Course Deletion Form to delete the course and then submit a New Course Form.

2. Institution (drop down)
3. Department (drop down)
4. Course Subject
5. Prefix
6. Course Number
7. Course Title
8. Abbreviated Course title (30 characters or less)—appears in schedule
9. Catalog description-- The language in this box is exactly what will appear in the catalog. Please proofread carefully and ensure that the description correlates plausibly with the objectives for the course.
10. Course learning outcomes
11. Lecture hours
12. Lab hours
13. Total credit hours
14. Can this course be repeated for credit?   This means that the course can be retaken and students can get an additional 3 hours of credit toward the degree; this is *not* about repeating courses for grade replacement. A common repeatable course is something like special topics.
15. If yes, how many times can this course be repeated?
16. Prerequisite(s)-- Prerequisites should be clearly stated and relevant for the course content and level. Exact language from this box will automatically appear in the catalog. **If there is no prerequisite, please leave the box blank.**
17. Co-requisites- corequisites are courses that must be taken together. If the corequisite has a prerequisite, this course should have the same prerequisite. If there is no corequisite, leave the box blank.
18. Equivalent or Crosslisted courses-- Below please list equivalent or crosslisted courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. If there is an equivalent course, you must also send the same changes through under that prefix/number. If there is no equivalent course, leave the box blank.

19. Rationale for change: In this box, please offer specific information that is motivating the proposal which may include assessment findings, faculty experience, clarity of course content, student success strategies, etc.
20. Relevance for or Impact on other programs
21. Does this require degree plan change? [if yes, must submit a separate Curriculog form for the degree plan update.]
22. Effective Term (when course will be first offered—this cannot be earlier than the fall of the next catalog cycle; you cannot offer a course that does not appear in the catalog)

Attachments:
- Course syllabus – should contain minimally the course description as it will appear in the catalog, learning outcomes, required materials, schedule of topics, grading/assessment method
- Outcomes matrix (mapping this course to the relevant program outcomes)

UHD Curriculog Form 1.9: Delete Graduate Course

Many of these fields will populate when you import the current catalog information. [VERIFY that this form requires import.]

Please be aware that when you delete a course, you will not be able to reuse the course number in future planning.

1. Institution (drop down)
2. Department (drop down)
3. Course subject
4. Prefix
5. Course number
6. Title
7. Catalog Description
8. Justification for deleting course
9. Impact on other programs - Consider running an impact report by clicking the "Impact Report" button in the top left corner of the proposal form. The impact report can show you which other courses or programs reference this course.
10. Is there an equivalent course? Equivalent or crosslisted courses - this means they are the same course (title, outcomes, and description), but with different prefixes or numbers.
11. If yes, does the equivalent course need to be deleted as well?
12. List equivalent course(s)—you will need to submit a separate deletion form in Curriculog for each of the equivalent course prefixes/numbers.
13. Effective Term of Deletion—cannot be earlier than the next catalog cycle

NOTE: if this affects the degree plan, you must submit a separate degree plan change form in Curriculog to be sure the course is removed.