Curriculum Tips

Our Publications & Curriculum website contains useful information and can link you to a number of valuable resources, such as PDF files of CARs and CCGs for active courses, Banner course updates and the Curriculum Handbook. We encourage you to visit us at http://www.curric.uaa.alaska.edu/.

Courses

- Instructors often find it difficult to locate course-specific information while filling out the Curriculum Action Request (CAR) form. We have developed a searchable website that provides box-by-box information for active courses that can be easily transferred to the boxes on the CAR form (http://www.curric.uaa.alaska.edu/course_search.cfm).
- We only require that you complete the following boxes on the CAR when deleting a course: boxes 2, 3, 6, 8, 11 and 13a-13c.
- When changing a stacked or crosslisted course, you need to bring both courses through the curriculum process together. Stacking or crosslisting a new course with an existing course would also require that you bring both courses through the curriculum process together.
- Some course numbers are generally used to denote a particular type of course.
  - A_90: Selected topics
  - A_92: Seminars and workshops
  - A_93: Special topics courses to be offered only once
  - A_94: Trial (experimental) courses intended to become permanent courses
  - A_95: Internships, practicums, community-based learning or cooperative learning
  - A_97: Independent studies
  - A_98: Individual research courses
  - A_99: Thesis courses

Programs

- Always use current catalog copy when bringing program changes through the curriculum process. A Word version of current catalog copy is available in the ‘Quick Links’ column on the Governance homepage. Don’t forget to track all of your program changes by turning track changes on in Word!
- A Program Action Request (PAR) form must accompany each degree type and program you bring through the curriculum process. For example, if you plan to bring your department’s BA, BS, AAS and minor through with changes, you will also need to complete a PAR for each one of them (four total).
- To reduce the number of academic petitions, we encourage you to refrain from listing specific GER courses (i.e. ENGL A111) within your program requirements. Students who earn 100-level ENGL credit elsewhere (and subsequently earn credit for ENGL A1W, for example) will not receive credit for ENGL A111 as a program requirement. This situation would require an academic petition.

Implementation Timeline

- The Catalog Production Calendar is updated each academic year and made available on the Governance homepage in the ‘Quick Links’ column. This calendar specifically outlines implementation deadlines for courses and programs.

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