I. Non-Degree Credit and Zero Credit Courses

A. Non-degree credit and zero credit courses listed in the catalogue may be offered at an individual UW Colleges at the discretion of the local Curriculum Committee and dean in accordance with the curriculum guidelines described in IP #101.02.

B. Non-degree credit and zero credit courses not specifically listed in the catalogue should follow the policies for the addition of courses to the curriculum at UW Colleges as outlined in IP #101.02.

C. Faculty and teaching academic staff require departmental approval to teach a non-degree credit or zero credit course in the same manner as for teaching credit courses.

II. Courses Split Across Two Semesters

A. For some students, the contact hours required of certain courses, if taken in the traditional semester timeframe, create a hardship. In order to meet the needs of these students better, a department may offer a one-semester course over two semesters. A department may accomplish this in one of two methods:

   1. The department may develop separate courses. If this option is followed, the usual procedures for the approval of new courses must be followed. Special attention must be paid to assuring the transferability of such courses. Scheduling in this manner entails a commitment to offer both separate courses in consecutive semesters.
2. In exceptional cases, indicate in the catalog description that the course may be divided into two modules designated Module A and Module B. Students will receive credit for each module. Ordinarily a course with an even number of credits will have half the credits assigned to each module. Courses with an odd number of credits will have the greatest number of credits assigned to the second semester. Prior to each offering of a course in modules the UW Colleges will secure the approval of the academic department and the Provost’s Office. Scheduling a two module sequence entails a commitment to offer both modules in consecutive semesters.

The credits for each module shall be designated in the catalog. The catalog and timetable descriptions must contain this statement: "It is expected that students will complete both modules. If only Module A is completed, elective credit for it will be granted. The student will need to consult with the transfer institution regarding the acceptance of single module credit."

Requests to split courses across two semesters utilizing other methods must be approved by both the department and the Provost’s Office.

III. Special Topics, Independent Reading and Other ‘Open-ended’ Courses for the Associate of Arts and Science Degree

A. Each department shall establish a procedure for review and approval of proposals for special topics and other such open-ended courses. Departmental approval must be obtained prior to each offering of a special topics course. The department chair shall inform the Campus Curriculum Committee of department action on a proposed special topics course.

B. A special or current topics course will automatically be an elective unless the Senate Curriculum Committee assigns an associate degree designation to the course before the semester in which the course is to be offered.

C. Independent reading or study courses require departmental approval on a course by course basis. For each offering of an independent reading course and by the end of the second week of the semester, a form shall be filed both with the department and with the Campus Curriculum Committee, with a copy to the Student Affairs Office and the student. The department, in timely fashion, shall send the signed form indicating approval or notice of non-approval to the initiating instructor who will then notify the other three parties involved. A standard form shall be used unless a department develops its own form. The form used must include the names of the department, a course title and course number, brief description of the course of study, specific
requirements such as readings and papers, name of both instructor and student, and places for the signatures of the student, instructor and department chair.

An independent reading/study course will receive elective credit unless another degree designation is requested from the Senate Curriculum Committee. Requests for AAS degree designations shall be made to the Senate Curriculum Committee, in accordance with procedures developed by that committee. If no other AAS degree designation is requested, an independent reading /study course will receive elective credit.

An independent reading course number (usually 299) should not be used for course content covered by a regularly numbered course in the curriculum of a department. In this case the regular course number should be used. Departments should develop policies and procedures for approval of regular courses offered on an independent study basis.

IV. Internship Courses

A. Internship Courses can be proposed to allow students to gain valuable professional experience outside the classroom under the supervision of an approved instructor and community or business partner. The purpose of an Internship Course is to provide an opportunity for a student to apply concepts learned from related coursework in a career or service-oriented environment.

B. All Internship Courses must be structured learning experiences monitored and evaluated by the instructor and the partner supervisor that synthesizes coursework with application outside the classroom to gain practical experiences in a given field.

C. Departments that do not have a xxx-294 course in the UWC catalog can submit an application for a new course using the specific Senate Curriculum Committee forms, obtain approvals from the Department, Campus and Senate Curriculum Committees, and a final approval from the Provost.

D. Departments that do not have a xxx-394 course in the UWC catalog can submit an application for a new course using the specific Senate BAAS Curriculum Committee forms, obtain approvals from the Department, Campus and Senate BAAS Curriculum Committees, and a final approval from the Provost.

E. Internship courses require departmental approval on a course by course basis. Proposal for an internship course shall be done using the specific Senate Curriculum Committee form for such courses and must be approved at least 10 days prior to the start of the semester they are to be completed. The proposal shall first be submitted to the appropriate department committee by the initiator. If the department approves the course, the Department Chair shall forward the signed form to the Campus...
Curriculum Committee for review. If the Campus Curriculum Committee approves the course, the Chair of that committee shall forward the signed form to the Department, the campus Student Affairs Office, the UW Colleges Registrar, and the initiator.

F. All Internship Courses
   1. shall receive 1 credit for 48 hours of student involvement.
   2. shall be reviewed and approved by the Department and Campus Curriculum committees.
   3. must be approved at least 10 days prior to the start of the semester they are to be completed.

G. AAS Courses
   1. will have a course number of xxx-294 for consistency and tracking purposes.
   2. will be given an AP Degree Designation unless otherwise requested and approved by the Senate Curriculum Committee.

H. BAAS Courses
   1. will have a course number of xxx-394 for consistency and tracking purposes.
   2. will be given an IN Degree Designation unless otherwise requested and approved by the Senate Curriculum Committee.

V. Service-Learning Courses
   Added by Interim Adoption of the SSC (SAPC) 2013-05-13
   Adopted by the Senate (SAPC) 2013-10-25

A. Service-learning is a teaching and learning approach that integrates community service with academic study. The central feature of the service-learning component is service to others combined with reflection upon the role of this service in community and individual life.

B. A stand-alone service-learning course may be created, but the majority of service-learning experiences will be integrated into an academic course. Students will have the opportunity to gain direct experience with issues they are studying in the course and engage in efforts to analyze and solve work- or community-related problems in the context of an instructor-supervised project.

C. Instructors can add service-learning to an existing Associate of Arts and Science (AAS) or Bachelor of Applied Arts and Sciences (BAAS) degree course by embedding a service-learning component. Courses approved for the BAAS degree with a Service-Learning (SL) designation will partially fulfill the requirement for the Professional Experience component of the BAAS degree.

D. Service-learning courses for the AAS and BAAS degree are for-credit and include a non-paid service-learning component. Departments can submit an application for a new course with a service-learning component using the specific Senate AAS and BAAS Curriculum Committee forms, request approvals from the Department,
Campus and Senate AAS/BAAS Curriculum Committees, and obtain final approval from the Provost.

E. Courses that are approved for service-learning will receive a Service-Learning designation (SL) by the Senate AAS or BAAS Curriculum Committee. The SL designation can be combined with other course designations.

1. The following conditions should be met by service-learning courses:

   a. The Service-Learning (SL) designation can be earned for a stand-alone course for the AAS degree that includes 48 total hours of service-learning for each course credit. The 48 hours can include class contact, preparation, study, and the planning, execution, and reflection on the service-learning experience. In a three-credit stand-alone course, the service-learning requirement would equal 144 total hours.

   b. The Service-Learning (SL) designation can be earned for an AAS or BAAS course that embeds a service-learning component that accounts for at least 20% of the course content. As each course includes 48 total hours for each course credit, this would require ten of the 48 total hours per credit be dedicated to service-learning. In a three-credit course, the service-learning requirement would equal 30 hours of the total 144 hours.

   c. Students completing service-learning projects will be monitored and mentored by an instructor who has been approved to teach in the discipline area of the service-learning project.

2. AAS degree – a service-learning designation can be requested by completing the appropriate Senate Curriculum Committee form.

3. BAAS degree – a service-learning designation can be requested by completing the appropriate Senate BAAS Curriculum Committee form.

F. Guidelines for Service-Learning Course Approval

1. Service-learning course proposals will include the following information:

   a. List of course objectives
   b. Course rationale including a statement about the specific service-learning project or theme of the course
   c. Course description including how the SL project will be embedded into the course and support the course learning objectives
   d. Course syllabus including description of student assessment for project execution, grading scheme for student project, and targeted community that will benefit from student work
G. Service-learning contact hours must be clearly stated on the course proposal.

VI. **Interdisciplinary Studies and Lecture Forum Courses for the Associate of Arts and Science Degree**

Ratified by the Senate, September 13, 1986, p. 5, Appendix 5
Revised by the Senate April 27, 2007
Revised by the Senate 2012-03-16
Revised by the Senate (SAPC) 2013-04-26

A. Interdisciplinary and lecture forum courses other than LEC 100 may be added to the UW Colleges curriculum by request of either an academic department or a Campus Curriculum Committee in accordance with IP #101.02.

All faculty and teaching academic staff participating in the design and/or teaching of an INT or LEC course shall secure approval of their respective academic department (as required by UW Colleges Constitution 4.03) as well as the local Campus Curriculum Committee. All interdisciplinary or lecture forum courses shall receive elective credit unless they receive approval for other degree designations from the Senate Curriculum Committee.

B. If the course content is multidisciplinary (bridges more than one academic department), falls outside of the instructor’s home department, or if the potential instructor does not belong to any academic department, then the participating faculty/instructional academic staff/potential instructor shall secure from one department an agreement to serve as official sponsor of the proposed course. It shall be the sponsoring department’s responsibility to:

1. Secure from participating faculty/instructional academic staff a brief course description, list of course objectives, and course syllabus.

2. Approve the course description for the timetable.

3. Secure a written evaluation/summary of the course at the conclusion of the initial offering. This report should, if possible, include a course evaluation by students.

4. Include this course in its schedule of required student evaluation, class visitations, and assessment activities.

C. If the course content is multidisciplinary, then the course and instructor must gain initial approval from all academic departments that are involved in the proposed course as stipulated by IP #101.01.