

MEMORANDUM

TO: University Curriculum Committee

FROM: Chris Cherry, Associate Dean, School of Education and Human Development

SUBJECT: Shortened and Non-Traditional Course Equivalency

Process for Determining Course Equivalency

The School of Education and Human Development has developed and implemented the following process for determining equivalency between courses offered traditionally and courses offered in a shortened or non-traditional format:

1. Individual departments and programs review shortened and non-traditional course offered by the department.
2. The department faculty review each course to consider whether A) the student learning outcomes and B) the course contact hours for the course are equivalent to a traditionally offered course.
3. The Department Head submits evidence from this process with a cover memo to the School curriculum committee.
4. The faculty on the School curriculum committee reviews the evidence from the departments and approves the equivalency request.
5. The School uses the language below to certify equivalency for all courses from the School for the Spring 2018 semester.
6. The college will maintain an electronic archive of the supporting evidence provided by the department.