

## **REQUEST FOR NONTRADITIONAL COURSE**

(guidance on course development can be found at: [www.colostate.edu/Orgs/ucc](http://www.colostate.edu/Orgs/ucc))

A course may have one of two formats: traditional or nontraditional. It is the responsibility of the university to disclose the manner and method of course offering. To this end and to facilitate curriculum review, the following definition is provided:

Nontraditional courses deliver 33% or more of the primary/essential course content in OTHER THAN a face-to-face setting. The faculty member may direct student activities using a remote medium (email, regular mail, threaded discussion) or may use a series of preplanned and monitored activities to direct the study (e.g. self-paced quizzes that must be passed before a student can advance to the next section). Courses may take place within normal instructional semesters or they may be designated as open entry/open exit if they are offered through the Division of Educational Outreach (DEO).

Courses that DO NOT meet these criteria as defined should be proposed using the appropriate forms and instructions available elsewhere in the Curriculum Policy and Procedures Manual. For courses offered in multiple formats, the nontraditional format must be approved through this mechanism.

The form for a nontraditional course (**REQUEST FOR NONTRADITIONAL COURSE**) is contained in Appendix C of these procedures. The nontraditional delivery method should have no adverse outcome on the course quality or student learning outcomes relative to a traditional form of the same or similar course.

Developers are encouraged to consider the following when developing and submitting a nontraditional course. Some of these items must be specifically addressed in the material submitted for review, but all of these items may bear on the successful development of a nontraditional course.

1. How is the student experience comparable to a traditional course? How does the proposed course fit within other courses and curricula at CSU? Is this a new course or a modification of an existing course as a nontraditional offering?
2. How is the content to be delivered? WebCT? Other Web-based methodology? Combination of remote and on-campus activities? Video or audiotapes? Written materials? Combination of materials? How is the material apportioned among different delivery formats if multiple formats are used?
3. How does the proposed course provide on-going interaction between instructor and students? Traditional courses imply direct interaction in the context of a classroom/laboratory. How will this interaction be accomplished in the proposed course? Traditional courses assume 3 hours of student effort per week per credit for a 15-week semester. Be prepared to show the student effort distribution to complete this nontraditional course against this same standard of expectation.
4. How will the proposed course deal with student performance evaluation and assessment? How does the instructor deal with security concerns and identification issues during testing or assessment? (NOTE: Primary sources of information for these matters would be DEO, OIS, and the Center for Teaching and Learning.)
5. For whom is this course intended? Will the course be a part of an existing degree/certificate program or is it intended to be a stand-alone offering for a defined purpose/audience?

6. How will the intellectual property rights of the faculty member, department and university, as well as those of authors whose materials will be used in this course, be preserved/protected in an offering that may be widely broadcast on the World Wide Web or some other new or evolving medium?

The UCC recommends that the offering department should plan regular review of content, internal pedagogy, delivery, and assessment. The evolution of nontraditional courses can be very rapid; thus this level of plasticity will likely mandate timely re-review of the course. Curriculum committees of offering departments and colleges are best positioned to recommend and conduct appropriate curricular review processes.