"Templated" Courses

What is a templated course?

A templated course is a course with a common prefix, number, title, course description, credit hours, student learning outcomes, and course outline. It is listed in [section 2.4.10 of the Academic and Student Affairs Handbook](#) with the designation "This is a templated course."

How are templated courses developed and approved?

Regents Advisory Committees (RACs) must use [existing common-numbered courses](#) or [propose new common-numbered courses](#). In order for a course to become a templated course, RACs must develop and approve complete information about the proposed course, including prefix, number, title, credit hours, student learning outcomes, and a comprehensive course outline. The intent is that all institutions offering sections of the templated course will adhere to the specified prefix, number, title, credit hours, and student learning outcomes. The course content outline must be constructed in such a way that mandatory content to be taught in every section offered at every institution would be spelled out, as would optional content to be offered at in different sections at different institutions. Mandatory content is expected to account for 70 – 80% of course content, with optional content accounting for the remaining 20 – 30%. The RAC would propose the area of the General Education curriculum (A – E) into which the course would be likely to fit at the majority of institutions. The RAC must approve the course template prior to submitting it to the Council on General Education for further review using a standard [Council course proposal form](#).

The Council on General Education will review the templated course proposal for appropriateness, completeness, and fit with the area of the General Education curriculum for which the course is proposed. If the templated course is approved for an area of the General Education curriculum, individual institutions may subsequently use an expedited process to apply to the Council on General Education to offer the course as part of that area in their own General Education curricula.

What must institutions do to add templated courses to their General Education curricula using the expedited process?

Institutions must fill out a [templated course proposal form](#) to add a templated course to their Areas A – E. This expedited form may only be used to add the course to the core area for which the Council on General Education has tentatively approved the course. (Institutions may propose to add templated courses to other areas, but may not use the expedited process or templated course form for this.) Institutions must fill out the templated course proposal form completely. It is essential that institutions demonstrate on this form that they have completed their institutional governance processes to add the course to their General Education curricula, that the course learning outcomes match their approved learning outcomes for the core area, and that they are adhering to the course outline that was approved by the RAC.

Prior to review by the Council on General Education, the Council will submit the templated course proposal to the chair of the RAC that developed the templated course and ask the chair to verify that the course proposal is compliant with the course outline developed by the RAC. The Council on General Education will then review the proposal to verify that institutional governance processes have been followed and that the learning outcomes of the templated course meet the institution's approved learning outcomes for the area of the curriculum for which the course is proposed.

Are there existing examples of templated courses?

So far, the Council on General Education has only approved one templated course: DATA 1501 Introduction to Data Science. This course has been approved for potential inclusion in Area D for non-math-science/non-health professions majors.