

25 MARCH 1999

Personnel

**CURRICULUM HANDBOOK AND
CURRICULUM CHANGE CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USAFA WWW site at <http://www.usafa.af.mil/scs/afapbf.htm>.

OPR: HQ USAFA/DFR (Lt Col Britton)
Supersedes USAFAI 36-176, 17 October 1995

Certified by: HQ USAFA/DFR (Dr Dean Wilson)
Pages: 8
Distribution: F

This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*, and describes the procedures used to revise the USAF Academy curriculum and explains where to find current curriculum information, academic program planning guidelines, and registration procedures. It applies to all USAFA activities involved in academic instruction, curriculum control, and curriculum changes. See [Attachment 1](#) for glossary of references, abbreviations, and acronyms.

SUMMARY OF REVISIONS

Added September of each academic year for submitting curriculum change proposals (paragraph [3.2](#)); updated Sample Format for Curriculum Change Proposals ([Attachment 2](#)). An (|) identifies revisions from the previous edition.

1. Managing the Curriculum:

1.1. *The USAF Academy Catalog* and the *Curriculum Handbook* explain the USAF Academy curriculum. Annual editions of the catalog contain course descriptions for courses taught in the coming year, as well as the graduation and majors' requirements for the cadet class that enters while the catalog is in effect. The *Curriculum Handbook*, updated annually, includes this information in greater detail, in addition to all academic registration procedures and academic probation information.

1.2. The *Curriculum Handbook* editor and the secretary of the Curriculum Committee maintain the master *Curriculum Handbook* in the Office of the Registrar (HQ USAFA/DFR). The master *Curriculum Handbook* consists of the currently approved edition of the handbook, the originals of the approved curriculum change proposals, and all amplifying and clarifying information pertaining to a particular class, course, or program. HQ USAFA/DFR issues *Curriculum Handbooks* to department heads, academic advisors, associate air officers commanding for academics (AAOCAs), cadets, and other appropriate USAF Academy activities. HQ USAFA/DFR revises the handbook annually, with interim publication of approved changes.

2. Academic Registration. The current *Curriculum Handbook* is the official publication for all matters pertaining to the total registration cycle. Registration information includes how, when, and under what conditions changes to cadets' current and future academic programs may be made. The Academic Affairs Division (HQ USAFA/DFRC) publishes registration guidelines and deadlines.

3. Curriculum Change Procedures:

3.1. Changes pertaining to a department's sectioning criteria, classroom requirements, section size, or grading options require only a request from the department head to the Chief, Academic Scheduling and Space Management Division (HQ USAFA/DFRS) of the Office of the Registrar. This request may be in the form of a memorandum to HQ USAFA/DFRS or as an annotated copy of the latest Master Course File (MCF).

3.2. The curriculum change proposal process is designed for long-range planning that allows the changes to be printed in the *Curriculum Handbook* before they become effective. Departments and other appropriate agencies submit curriculum change proposals for consideration by the Curriculum Committee in April and September of each academic year. The effective date should be at least 1 year after submission. Prepare all curriculum change proposals (including those requiring coordination or approval of more than one academic department; Athletics (HQ USAFA/AH); Dean of the Faculty (HQ USAFA/DF); Commander, 34th Training Wing (34 TRW/CC; or the Academy Board) and submit them through a Curriculum Committee representative to HQ USAFA/DFR and Director of Academic Affairs (HQ USAFA/DFRC). Only members of the Curriculum Committee have the authority to submit curriculum change proposals. Curriculum Committee members include HQ USAFA/DF; the Vice Dean (HQ USAFA/DFV); HQ USAFA/DFR; Director, HQ USAFA/DFRC; all HQ USAFA/DF department heads; the Commander, 34th Education Group (34 EDG/CC); and the Deputy Athletic Director for Physical Education, Intramural and Facilities (HQ USAFA/AHP). In the case of a curriculum change proposal generated by the Cadet Wing, 34 EDG/CC submits the formal proposal through the Cadet Wing Academic/Athletic Officer and HQ USAFA/DF to HQ USAFA/DFR.

3.3. Type curriculum change proposals on plain bond paper and format them as shown in **Attachment 2**. Each proposal must include the following information:

3.3.1. Short title.

3.3.2. Classes affected.

3.3.3. Effective date. (The effective date of the approved proposal should be at least 1 year after its submission.)

3.3.4. Purpose of and need for change.

3.3.5. Description of changes required for the *Curriculum Handbook* and *USAF Academy Catalog*.

3.3.6. Any other pertinent information and implications of the proposed change.

3.3.7. Signature of a Curriculum Committee member, or in the case of a cadet proposal, signature of the Cadet Wing Academic Officer and coordination by HQ USAFA/DF.

3.3.8. Type a coordination checklist on plain bond paper, format it as shown, and attach it as **Attachment 3** for each curriculum change proposal.

3.4. Course titles, descriptions, and numbers as follows:

3.4.1. Brief, descriptive, and meaningful course titles. An abbreviated title of not more than 22 characters (including spaces) appears on each cadet's transcript.

3.4.2. Each course description indicates the scope of the course, the course unit value, the semester hours of credit, the semesters when it is offered, special requirements (laboratory, field trips, and so forth), prerequisites, and whether it requires a final examination or final report.

3.4.3. Number courses according to the following guidelines:

3.4.3.1. The first digit of the three-digit course number indicates the class level at which you normally teach the course (100-level courses are normally taken during the Fourth Class year).

3.4.3.2. The department offering the course coordinates with HQ USAFA/DFR to determine the second and third digit of each course number.

3.4.3.3. A minor change in the course title or description does not require a change in the course number.

3.5. A curriculum change proposal becomes official when the HQ USAFA/DFR receives it and assigns it a change proposal number.

3.6. The final approving authority for most curriculum changes is the Academy Board or the Curriculum Committee. **Attachment 3** lists the levels of approval authority and coordination necessary for various changes. The Curriculum Committee meets to review all curriculum change proposals. It makes recommendations for those matters requiring Academy Board approval. Published requirements listed in the *USAF Academy Catalog* and the *Curriculum Handbook* must be approved by and coordinated with the individual or activity listed in the center column in **Attachment 4**. Required coordination is shown in parentheses.

3.7. The right column of **Attachment 4** lists the individual or activity having authority to make a variation to the published requirements for an individual cadet. Prepare waivers requiring department or higher approval on USAFA Form 69, **Academic Waiver Request**. USAFA Form 69 is a four-part form filled in by the academic advisor/AAOCA, signed by the appropriate department head, and forwarded to HQ USAFA/DFR. After obtaining coordination and approvals, HQ USAFA/DFR forwards the USAFA Form 69 to HQ USAFA/DFRS for appropriate changes. HQ USAFA/DFRS retains one copy of the form, forwards one copy to the advisor/AAOCA, and gives the original to Examinations and Records (HQ USAFA/DFRR) where notation is made on the cadet's record. The term "department" applies to divisions in all cases involving divisional majors and courses and to 34 EDG/CC or the Deputy Athletic Director for Physical Education, Intramural and Facilities (HQ USAFA/AHP) when involving courses under those activities' responsibility.

4. Form Prescribed: USAFA Form 69, Academic Waiver Request.

DAVID A. WAGIE, Brig Gen, USAF
Dean of the Faculty

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

USAFAI 36-173 *Organization of the USAF Academy Program for Air Force Cadets*

USAFAI 36-187 *The Air Force Academy Board*

Abbreviations and Acronyms

AAOCA—Associate Air Officers Commanding for Academics

MCF—Master Course File

Terms

Curriculum—The total course of study offered at the USAF Academy including all scheduled instruction in academic disciplines, military training and instruction, Air Force operations and airmanship training, physical education, and intramural athletics.

Core Courses—All courses (graded or nongraded) offered by the Dean of the Faculty (HQ USAFA/DF), Commandant of Cadets (Commander, 34th Training Wing) (34 TRW/CC), or the Directorate of Athletics (HQ USAFA/AH) that are required of all cadets for graduation. Advanced and honors courses, plus validation or transfer credit, may substitute for core courses.

Noncore Courses—All other courses which are not core courses.

Attachment 2**SAMPLE FORMAT FOR CURRICULUM CHANGE PROPOSALS**

1. Curriculum Change Proposal _____ (Short Title). (HQ USAFA/DFR will fill in the number; Short Title should be a summary of paragraph 5 below.)

2. Classes Affected: (State specifically the classes which will be affected by the change, such as, Class of 2003 and subsequent classes.)

3. Effective Date: (Submit effective date as a specific semester, for example, fall semester 1999).

4. Purpose of and Need for Change: (State necessary information as succinctly as possible; for example, to provide a laboratory course in materials for students who contemplate graduate study in metallurgy.)

5. Description of Change: (If change involves a course, give complete course description in proper form for *Curriculum Handbook* and *USAF Academy Catalog*, paying particular attention to prerequisites, course unit value, semester hours credit, final exam information, and offering times. Show the proposal in an attachment in the format used in the *Curriculum Handbook*.)

6. Special Information: (Explain any implications of the proposal which might affect various majors, departmental manning, required cadet class contact time, required cadet study time, or any other activity or individual not mentioned above.)

Attachment 3**SAMPLE FORMAT OF COORDINATION CHECKLIST**

1. Necessary coordination is as follows. Complete prior to submitting curriculum change proposal.

a. Other affected department, Division, or major	Coordination accomplished (date/initials)
---	--

b. Not Applicable.

2. Completed curriculum change proposal received by HQ USAFA/DFR on (date).

Attachment 4

LIST OF TYPES OF CHANGES AND FINAL APPROVAL AUTHORITY

Type of Change	Final Approval Authority (and Required Coordination)	Individual Cadet Waiver Authority (and Required Coordination)
Substantial change in academic policy	Academy Board	N/A
Format or syntax of <i>Curriculum Handbook</i> or <i>Catalog</i>	<i>Curriculum Handbook</i> Editor, <i>Catalog</i> Editor	N/A
Create new or delete old major	Academy Board	N/A
Academic load level (underload or overload)	Academy Board	HQ USAFA/DF
Minimum graduation requirements (including majors GPA)	Academy Board	Academy Board
Course units required for major	Academy Board	Academy Board
Courses required in the core	Academy Board	Academy Board
Courses required for major	Academy Board	Dept administering major (Dept offering course)
Courses used in compiling majors GPA	Curriculum Committee (DF, DFR)	N/A
Core courses and core substitutes:		
Create or delete course	Academy Board	N/A
Course number and/or title	Curriculum committee	N/A
Semester hours	Academy Board	N/A
Contact time (for example, minutes in scheduled class)	Academy Board	N/A
Published offering time (such as fall, spring, both, summer, not offered, etc.)	Curriculum Committee	N/A
Content or description (including any special requirements)	Academy Board (Dept affected by change)	N/A
Prerequisites	Curriculum Committee	DF (Dept offering course)*
Final exam or final report	Curriculum Committee	DF (Dept offering course)*

Type of Change	Final Approval Authority (and Required Coordination)	Individual Cadet Waiver Authority (and Required Coordination)
Sequence for a particular major:		
One or more semester delay	Curriculum committee	DF (dept administering major & Dept offering course)*
One or more semesters earlier	Dept administering major & concurrence by dept offering course	Advisor
Sequence for particular class:	Academy Board	N/A
Noncore course:		
Create or delete course	Curriculum Committee	N/A
Course number	DFR	N/A
Title (substantial change, excluding 495,499)	Curriculum Committee	N/A
Title (495; or minor change; excluding 499)	Dept offering course (DFR)	N/A
Title of 499	Dept offering course (DFR)	Dept offering course (DFR)
Semester hours	Academy Board	N/A
Contact time	Curriculum Committee (Dept offering course, DF, DFR)	N/A
Published offering time	Curriculum Committee (Dept offering course & concurrence by depts administering directly affected majors)	N/A
Content or description (substantial change)	Academy Board (Depts affected by change)	N/A
Content or description (Minor change)	Dept offering course & concurrence by depts administering directly affected majors	N/A
Prerequisites	Curriculum Committee (Dept offering course & concurrence by depts administering directly affected majors)	Dept offering course
Final exam or final report	Curriculum Committee	DF*
Sequence of a particular major	Dept administering major	Advisor (Dept offering course, DFR)

* Approval is also required of the 34 TRW/CC or the HQ USAFA/AH for any courses under their responsibility.