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SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3507**



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**CURRICULUM HANDBOOK AND
CURRICULUM CHANGE CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and describes the procedures used to revise the United States Air Force Academy (USAFA) curriculum and explains where to find current curriculum information, academic program planning guidelines, and registration procedures. It applies to all USAFA personnel (activities involved in academic instruction, curriculum control, and curriculum changes). This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change revises the composition of the USAFA Curriculum Committee to reflect organization and job title changes and it formalizes the process for changing the Academy's Academic Year Calendar and Schedule of Calls (SOC). A margin bar (|) indicates 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 practices and procedures, academic registration procedures, and academic probation information. The *Curriculum Handbook* is the definitive description of the Academy's entire curriculum, including all courses, programs, and other experiences offered by the Dean of the Faculty (HQ USAFA/DF), the Commandant of Cadets, (HQ USAFA/CW), the Director of Athletics (HQ USAFA/AD), and the Commander, 306 Flying Training Group (306 FTG/CC).

1.2. The *Curriculum Handbook* editor and the coordinator 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, program, or experience. HQ USAFA/DFR issues *Curriculum Handbooks* to department heads, academic advisors, associate air officers commanding for academics (AAOCAs), cadets, and other appropriate USAFA 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 and Curriculum Division, Office of the Registrar (HQ USAFA/DFRC) publishes registration guidelines and deadlines.

3. Curriculum Change Procedures:

3.1. Changes pertaining to a department's sectioning criteria, classroom requirements, numbers of sections for courses, or section size options require only a request from the department head to the Chief, Academic Scheduling and Customer Service Division (HQ USAFA/DFRR) of the Office of the Registrar. This request may be in the form of a memorandum to HQ USAFA/DFRR 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 for all the changes to be printed in the *Curriculum Handbook* before they become effective. Academic departments, the Directorate of Athletics, and the Commandant of Cadets submit curriculum change proposals once each semester of each academic year to the Integrated Curriculum Review Committee for consideration by that committee. The Integrated Curriculum Review committee then forwards the change proposal, with recommendations, to the full USAFA Curriculum Committee. The effective date for each curriculum change proposal 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; Director of Athletics (HQ USAFA/AD); Dean of the Faculty (HQ USAFA/DF);

Commandant of Cadets (HQ USAFA/CW); or the Academy Board) and submit them through a USAFA Curriculum Committee representative to the Associate Dean for Student Academic Affairs and Academy Registrar (HQ USAFA/DFR). Only members of the USAFA Curriculum Committee have the authority to submit curriculum change proposals. USAFA Curriculum Committee members include the Dean of the Faculty (HQ USAFA/DF) (chair); the Vice Dean of the Faculty (HQ USAFA/DFV); the Associate Dean for Student Academic Affairs and Academy Registrar (HQ USAFA/DFR); the Deputy Registrar and Chief, Academic Affairs and Curriculum Division (HQ USAFA/DFRC) (non-voting); the Associate Dean for Curriculum and Strategy (HQ USAFA/DFA); all HQ USAFA/DF academic department heads; the Vice Commandant of Cadets (HQ USAFA/CWV); the Vice Commandant for Culture and Climate (HQ USAFA/CWP); the Director of Training and Support (HQ USAFA/CWT); the Director, Center for Character & Leadership Development (HQ USAFA/CWC); the Wing Director of Curriculum (HQ USAFA/CWVC); the Vice Athletic Director (HQ USAFA/ADV); the Deputy Director of Athletics and Head, Physical Education (HQ USAFA/ADP); the Director, Plans and Programs (HQ USAFA/A5/8/9) (non-voting); and the Director of Admissions (HQ USAFA/RR) (non-voting). In the case of a curriculum change proposal generated by the Cadet Wing, the Cadet Wing Commander submits the formal proposal through HQ USAFA/DF and HQ USAFA/CW to HQ USAFA/DFR.

3.3. The Integrated Curriculum Review Committee is a sub-committee of the USAFA Curriculum Committee with a balanced composition across all mission elements. This committee reviews all curriculum change proposals, has decision authority over some (see [Attachment 4](#)) and forwards all others, with recommendations and review comments, to the USAFA Curriculum Committee. Independent of the curriculum change cycle, the Integrated Curriculum Review Committee meets regularly to share proposed curriculum changes and initiatives across mission elements, and to provide feedback and integration possibilities. Changes to the Academic Year Calendar and the USAFA Schedule of Calls are generated by (or flow through) the Integrated Curriculum Review Committee, are voted on by the USAFA Curriculum Committee, and forwarded to the Academy Board for final approval. The Integrated Curriculum Review Committee includes ten voting members: the Associate Dean for Student Academic Affairs and Academy Registrar (HQ USAFA/DFR); the Associate Dean for Curriculum and Strategy (HQ USAFA/DFA); 4 HQ USAFA/DF academic division representatives (one department head or Permanent Professor from each of the Basic Sciences, Engineering, Social Sciences, and Humanities divisions); the Wing Director of Curriculum (HQ USAFA/CWVC); the Chief of Training (HQ USAFA/CWTT); the Deputy Director, Center for Character & Leadership Development (HQ USAFA/CWC); and the Vice Director of Athletic Programs (HQ USAFA/ADPV). Additionally, the committee has four non-voting advisors: the Deputy Registrar and Chief, Academic Affairs and Curriculum division (HQ USAFA/DFRC); a representative from the 306th Flying Training Group (306 FTG); and two representatives from Plans and Programs (HQ USAFA/A5/8/9).

3.4. Type curriculum change proposals on plain bond paper and format them as shown in [Attachment 2](#). Each proposal must include the following information:

3.4.1. Short title.

3.4.2. Classes affected.

- 3.4.3. Effective date. (The effective date of the approved proposal should be at least 1 year after its submission.)
 - 3.4.4. Purpose of and need for change.
 - 3.4.5. Description of changes required for the *Curriculum Handbook* and *USAF Academy Catalog*.
 - 3.4.6. Any other pertinent information and implications of the proposed change.
 - 3.4.7. Signature of a USAFA Curriculum Committee member, or in the case of a cadet proposal, signature of the Cadet Wing Commander and coordination by HQ USAFA/DF and HQ USAFA/CW.
 - 3.4.8. Type a coordination checklist on plain bond paper, format it as shown, and include it as an attachment to each curriculum change proposal.
- 3.5. Course titles, descriptions, and numbers as follows:
- 3.5.1. Brief, descriptive, and meaningful course titles. An abbreviated title of not more than 22 characters (including spaces) appears on each cadet's transcript.
 - 3.5.2. Each course description indicates the scope of the course, 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, final project, or final report.
 - 3.5.3. Number courses according to the following guidelines:
 - 3.5.3.1. 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).
 - 3.5.3.2. The department offering the course coordinates with HQ USAFA/DFR to determine the second and third digit of each course number.
 - 3.5.3.3. A minor change in the course title or description does not require a change in the course number.
- 3.6. A curriculum change proposal becomes official when the HQ USAFA/DFR receives it and assigns it a change proposal number.
- 3.7. The final approving authority for most curriculum changes is the Academy Board, the USAFA Curriculum Committee, or the Integrated Curriculum Review Committee. **Attachment 4** lists the levels of approval authority and coordination necessary for various changes. The Integrated Curriculum Review Committee meets to review all curriculum change proposals. It makes recommendations for those matters requiring USAFA Curriculum Committee approval. In turn, the USAFA Curriculum Committee makes recommendations for those matters that require 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.
- 3.8. 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 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/DFRR for appropriate changes. HQ USAFA/DFRR retains the original copy of the form in the cadet's record. The term "department" applies to divisions in all cases involving divisional majors and courses and to the Deputy Director of Athletics and Head, Physical Education (HQ USAFA/ADP) when involving courses under that agency's responsibility.

4. Information Collections, Records, and Forms.

4.1. Information Collections. No information collections are created by this publication.

4.2. Records. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

4.3. Forms (Adopted and Prescribed).

4.3.1. Prescribed Forms: USAFA Form 69, *Academic Waiver Request*.

4.3.2. Adopted Forms: AF Form 847, *Recommendation for Change of Publication*.

DANA H. BORN, Brig Gen, USAF
Dean of the Faculty

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AAOCA—Associate Air Officer Commanding for Academics

MCF—Master Course File

Terms

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

Core Courses/Curriculum—All courses (graded or non-graded), programs, and experiences offered by the Dean of the Faculty (HQ USAFA/DF), Commandant of Cadets (HQ USAFA/CW), or the Directorate of Athletics (HQ USAFA/AD) that are required of all cadets for graduation. Advanced, scholars, and honors courses, plus validation or transfer credit, may substitute for core courses.

Non-core Courses/Curriculum—All other courses, programs, and experiences which are not part of the core curriculum.

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 2011 and subsequent classes.)
3. Effective Date: (Submit effective date as a specific semester, for example, fall semester 2008. The effective date of the approved proposal should be at least 1 year after its submission.)
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, 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 to DFR.

Other affected mission element, department, Division, or major	Coordination accomplished (date/initials)
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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/curriculum policy	Academy Board	N/A
Format or syntax of <i>Curriculum Handbook</i> or <i>Catalog</i>	<i>Curriculum Handbook</i> Editor or <i>Catalog</i> Editor	N/A
Create new or delete old major	Academy Board	N/A
Academic/activity load level (underload or overload)	Academy Board	HQ USAFA/DF
Minimum graduation requirements (including majors' GPA)	Academy Board	Academy Board
Semester hours required for major	Academy Board	Academy Board
Courses/programs required in the core	Academy Board	Academy Board
Courses required for major administering course)	Academy Board	Dept/Div Major (Dept offering
Courses used in compiling majors GPA	USAFA Curriculum Committee (DF, DFR)	N/A
Core courses and core substitutes:		
Create or delete course/program	Academy Board	N/A
Course number and/or title	Integrated Curriculum Review Committee	N/A
Semester hours	USAFA Curriculum Committee	N/A
Contact time (for example, minutes in scheduled class)	USAFA Curriculum Committee	N/A

Type of Change	Final Approval Authority (and Required Coordination)	Individual Cadet Waiver Authority (and Required Coordination)
Published offering time (such as fall, spring, both, summer, not offered, etc.) Content or description (including any special requirements)	Integrated Curriculum Review Committee Academy Board (Dept affected by change)	N/A N/A
Prerequisites course)*	USAFA Curriculum Committee	DF (Dept offering
Final exam or final report course)*	USAFA Curriculum Committee	DF (Dept offering
Sequence for a particular major:		
One or more semester delay administering major & Dept offering	USAFA Curriculum	DF (Dept Committee course)*
One or more semesters earlier	Dept administering major & concurrence by dept/mission element offering course	Advisor
Sequence for particular class	Academy Board	N/A
Noncore course:		
Create or delete course/program	USAFA Curriculum Committee	N/A
Course number	DFR	N/A
Title (substantial change, excluding 495, 499)	Integrated Curriculum Review 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)

Type of Change	Final Approval Authority (and Required Coordination)	Individual Cadet Waiver Authority (and Required Coordination)
Semester hours	USAFA Curriculum Committee	N/A
Contact time	USAFA Curriculum Committee (Dept offering course, DF, DFR)	N/A
Published offering time	Integrated Curriculum Review Committee (Dept offering course & concurrence by depts administering directly affected majors)	N/A
Content or description	Integrated Curriculum Review Committee, Depts or Mission elements affected by change	N/A
Prerequisites	Integrated Curriculum Review Committee (Dept offering course & concurrence by depts administering directly affected majors)	Dept offering course
Final exam or final report course)*	Integrated Curriculum Review Committee	DF (Dept offering
Sequence for a particular major (DFR)	Dept administering major	Advisor (Dept offering course,
Academic Year Calendar	Academy Board	N/A
USAFA Schedule of Calls	Academy Board	N/A

*Approval is also required of HQ USAFA/AD for any courses administered by that organization.