


**MEMORANDUM**

TO:                 Contact 1   Contact 2  
                          Title 1   Title 2  
                          Department 1   Department 2  
                          UW-Campus 1   UW- Campus 2

FROM:              Virjean H Edwards,   
                          University Registrar  
                          Curriculum Committee

RE::                Overlapping Content

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Bothell, Seattle and Tacoma campuses share the same transcript. Therefore, campus designations are attached to each course indicating where the course was taken. Students may complete courses at each of the campus' with relative ease so it is important that the University identify courses which overlap in content to ensure that students do not inappropriately receive credit for work of duplicate content. The purpose of this communication is to help maintain the integrity of the University transcript for accreditation purposes.

I am sending you a copy of the current syllabus for UW-Campus 1 Prefix # and a copy of a new course offering from UW-Campus 2. In the review of the new course Prefix #, there appeared to be overlapping content from the existing Campus 1 Prefix #. I need you to determine jointly which of the categories listed below appropriately applies to the course(s):

- A. Courses are similar enough in content to be considered equivalent. Equivalent means that one course can substitute for the other and that credit may only be given to one of the courses should a student complete both.
- B. Courses are not equivalent, but the content is similar enough so that students should receive credit for only one;
- C. Course content is similar enough so that if students complete both courses which equals 10 credits, they should receive 8 credits for the two courses.
- D. Course content is not similar in any significant way and credit may be given for both courses

Please contact me once a joint determination has been reached so that the course(s) can be entered in the system appropriately. If you are unable to reach consensus, notify me as soon as possible at [vedwards@uw.edu](mailto:vedwards@uw.edu) or (206) 221-6011.

Thank you for your assistance with this!