UNC Charlotte Graduate Council

Checklist for reviewing Curriculog proposals
(Revised 08-22-17)

PROGRAMS

Content

- ☐ Clearly states proposed actions
- ☐ Includes total credit hour changes, if any
- ☐ Program title includes degree, degree and concentration, or certificate
- ☐ Concise description of program
- ☐ Program layout is complete or complete catalog copy is attached

Justification and Impact

- ☐ Justification is logical, linked to proposed actions
- ☐ If affected, pre- and co-requisites, admission, other relevant factors are addressed
- ☐ Proposal describes how quality and/or efficiency of instruction will be improved
- ☐ If new courses are involved, assertion that separate new course proposals submitted
- ☐ Supporting memos from all affected academic units attached
- ☐ If SLO's are affected, includes updated SLO's in template format

Resources

- ☐ Need for additional faculty, GA's, TA's, etc., is addressed
- ☐ Need for physical space, equipment and supplies is addressed
- ☐ Need for additional computing capacity and/or capability is addressed
- ☐ Need for audio/visual or other resources (travel, printing, etc.) is addressed

Graduate Certificate Proposals Only

- ☐ Proposal describes coherent 12- to 15-credit hour program
- ☐ Includes, if applicable, treatment of post-baccalaureate courses (transfer credit is not permitted)
- ☐ Describes admission procedures (transcripts, test scores, etc.)
- ☐ Statement of impact on existing curricula
- ☐ Student Learning Outcomes (SLO's) are included as attachment
- ☐ Includes as attachments relevant letters of support and consultation

Note: For academic degree program name changes, requests should be initiated through the Provost in accordance with the procedure described here:
http://provost.uncc.edu/policies/degree-name-change

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COURSES

Content

☐ Clearly states proposed actions
☐ If course taught before, provides qualitative and quantitative data to support permanency
☐ Includes proposed changes "with markup" or attaches catalog copy with track changes
☐ Course numbering complies with university policy (http://provost.uncc.edu/policies/course-numbering-status)
☐ If cross-listed with undergraduate course, assertion that separate proposal submitted
☐ If revising course, impact report included
☐ Supporting memos from all affected academic units attached
☐ Syllabus for any new course attached
☐ "Yes" statement that faculty committee has reviewed and approved syllabus
☐ Includes discussion of textbook costs for any new course

Syllabus

☐ Includes course number, title, description, pre- and/or co-requisites
☐ Includes course objectives and instructional method
☐ Includes method of evaluation
☐ If cross-listed with undergraduate course, distinct and appropriate graduate requirements included
☐ Graduate grading scheme included (A, B, C, U) along with numerical breakpoints
☐ Topical outline of course content

Note: New/Revised Graduate Course Guidelines (minimal requirements for Graduate Council): http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/New-Revised-Graduate-Course-Guidelines.pdf