# UNC Charlotte Graduate Council

## Checklist for reviewing Graduate Proposals in Curriculog
**(Revised 12-05-2024)**

## 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.charlotte.edu/policies/degree-name-change

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## COURSES

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- ☐ 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.charlotte.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
- ☐ Includes discussion of textbook costs for any new course