



## Undergraduate Course and Curriculum Committee *Checklist for Reviewing Proposals*

(Revised 12-08-21)

### PROGRAMS

*Note: Degree program name changes should be initiated through the Provost in accordance with [UNC Charlotte Academic Procedure: Degree Name or Type Revision](#).*

#### Content and Catalog Copy

- Requested Changes:** Clearly states all proposed actions
- Program Title:** Includes: (1) degree, (2) degree and concentration, (3) minor, or (4) certificate (e.g., *English, B.A.; English, Creative Writing Concentration, B.A., Art History, Minor; Actuarial Studies, Undergraduate Certificate*)
- Program Description:** Offers a concise description understandable by students
- Admission Requirements:** Describes admission procedures
- Degree Requirements:** Lists all requirements and follows the [Program Template](#) and [Program Layout Examples](#)
- Courses:** Verify courses/course numbers have been approved/exist and that all required/elective courses are listed (i.e., requirements should not say “see list of approved courses on department webpage”)
- Credit Hours:** Includes total credit hour changes, if any, and ensures all credit hours add up to degree requirement total

*Note: Additional information about Catalog content can be found in the [Catalog Editorial Style Guide](#).*

#### Justification and Impact

- Justification is logical, linked to proposed actions
- If affected, pre- and corequisites, admission, other relevant factors are addressed
- Proposal describes how quality and/or efficiency of instruction will be improved
- If new courses are involved, links to separate new course proposals included
- All relevant affected academic units have been considered and supporting memos from each are attached
- If Student Learning Outcomes (SLOs) are affected, includes updated SLOs in [template format](#)

#### Resources

- Need for additional faculty, GA's, TA's, etc., is addressed
- Need for computer or audio-visual usage (beyond Canvas) is addressed
- Need for equipment and supplies or other resources (travel, printing, etc.) is addressed



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### COURSES

#### Content and Catalog Copy

- Requested Changes:** Clearly states all proposed actions
- Impact Report:** Includes impact report for course revision proposals to determine which courses and/or programs are affected
- Course Number:** Complies with [UNC Charlotte Academic Policy: Course Numbering and Status](#)
- Course Title:** Includes both full and abbreviated (30 characters or less for Banner) course titles
- Course Description:** Brief, succinct, and limited to one paragraph of 3-4 sentences
- Credit Hours:** If credit hours are changed and the course is a required course for a program, a separate program revision must also be submitted to adjust section totals
- Prerequisite/Corequisite Courses:** Verify newly added courses/course numbers are existing course(s) or newly proposed course(s) with separate proposal(s) submitted
- Cross-Listed Courses:** Newly proposed cross-listed courses must be submitted as separate proposals; for cross-listed courses at different levels, the higher-level course needs to have more advanced requirements

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#### Justification and Consultations

- If course taught before, provides qualitative and quantitative data to support permanency
- All relevant affected academic units have been considered, including all identified in the Impact Report, and supporting memos from each are attached
- Includes discussion of textbook costs for any new course

#### Syllabus

- Syllabus attached for any new course
- "Yes" statement that faculty committee has reviewed and approved syllabus
- Includes course number, title, description, pre- and/or corequisites
- Includes course objectives and instructional method
- Includes method of evaluation
- Grading scheme included along with numerical breakpoints
- Topical outline of course content