

UNC Charlotte Graduate Council
Checklist for reviewing Curriculum proposals
(Revised 08-18-20)

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
- If 6000, 7000, and 8000-level courses are cross-listed with one another, the syllabi do not need to show difference in content or level of difficulty
- 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):
<https://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/New-Revised-Graduate-Course-Guidelines-Updated%208-3-2020.pdf>