# UNC Charlotte Graduate Council

## Checklist for reviewing Graduate Proposals in Curriculog
**(Revised 08-14-2023)**

## 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

### 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.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
- ☐ Syllabus for any new course attached
- ☐ 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
- ☐ Timeline in the form of weeks, modules or calendar dates for the coverage of the course content

Note: New/Revised Graduate Syllabus Guidelines (minimal requirements for Graduate Council): https://facultygovernance.charlotte.edu/resources-materials-templates