

## 2011-12 Quick Guide for Approval of Curricular Items

Go online for forms, syllabus template, and *Curriculum Guide*: <http://undergraduate.uncg.edu/colleagues/com/curriculum.php>

The original form must include the signature page from the *Curriculum Guide*. **Refer to the process required in the middle column below rather than the directions on the forms.** After C&T approves a curricular item, the number of copies stated on the form is correct. Photocopies may be printed for the GSC Committee double-sided to save paper. When photocopies/e-mails are required, please submit photocopies/e-mails of everything, including the signature sheet, signature page, any consultation forms, syllabi, and other supporting documentation.

<h3 style="text-align: center;">Curricular Item / Tips</h3> <p style="text-align: center;">Page Numbers refer to <i>2011-12 Online Curriculum Guide</i></p>	<h3 style="text-align: center;">Instructions for submission to College C&amp;T Committee</h3> <p style="text-align: center;"><u>C&amp;T Assistant</u>: Melissa Caddell A&amp;S Dean's Office 105 Foust 4-5241</p>	<h3 style="text-align: center;">After C&amp;T approval</h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>UCC Secretary</u> Lee Odom Provost Office 201 Mossman 4-5393</td> <td style="width: 50%; border: none;"><u>GSC secretary</u> Mary Early Graduate School 241 Mossman 4-5596</td> </tr> </table>	<u>UCC Secretary</u> Lee Odom Provost Office 201 Mossman 4-5393	<u>GSC secretary</u> Mary Early Graduate School 241 Mossman 4-5596
<u>UCC Secretary</u> Lee Odom Provost Office 201 Mossman 4-5393	<u>GSC secretary</u> Mary Early Graduate School 241 Mossman 4-5596			
<h4>New/Amended Course Proposals (Form A)</h4> <ul style="list-style-type: none"> <li>• Page 17 in <i>Curriculum Guide</i>. Use <u>current</u> form.</li> <li>• Guidelines on page 19.</li> <li>• A course credit structure guide is on page 71 of the <i>Guide</i>.</li> <li>• List answers to the numbered items on the cover form.</li> <li>• Include a sample syllabus or curriculum plan. See p. 67 in the <i>Guide</i> for templates. Make sure to include information about grading (the attendance policy, weighting of the grading of assignments). List specific bibliographic references for texts. If a specific version of a text isn't required, include a brief statement to that effect.</li> <li>• For 500 level courses, the syllabus should explicitly explain the way course assignments will be different for grads and undergrads. You may choose to do two separate syllabi.</li> <li>• As appropriate, include consultation forms (Form B, page 24).</li> <li>• Assemble paperwork in this order: proposal form with signatures, answers to numbered items, syllabus, consultations.</li> <li>• Contact Person should sign the signature sheet where specified.</li> <li>• Dept. Curriculum Committee Chair should sign the back of the signature sheet on line 2.</li> <li>• Dept. Head should sign line 2 of the signature sheet if there is no Dpt. Curric. Cmte. Chair.</li> <li>• Chair of Teachers Academy should sign the back of the signature sheet on line 4 (if needed).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Scan and e-mail</b> the original signed forms and all supporting documentation to <a href="mailto:mrcaddel@uncg.edu">mrcaddel@uncg.edu</a>. All <b>signature sheets</b> must be scanned and submitted with documents or sent by campus mail.</li> <li>• After the C&amp;T meeting, the contact person will be notified of the outcome of the review. Once the proposal is approved, the department will be notified to send it to the next committee.</li> </ul>	<p>For <b>100-400 level</b> courses, <b>Email Word/PDF documents as an attachment to:</b> <a href="mailto:underged@uncg.edu">underged@uncg.edu</a>. All <b>signature sheets</b> must be scanned and submitted with documents or sent by campus mail .</p> <ul style="list-style-type: none"> <li>• Check the UCC website for meeting dates and submission deadlines.</li> <li>• For <b>500 level</b> courses, send the original <b>double-sided</b> form and supporting documentation plus 11 <b>double-sided</b> photocopies to GSC. After GSC approves the item, they will send it to UCC. UCC will not review the item until it has GSC approval.</li> <li>• For <b>600 level or higher</b> courses, send the original <b>double-sided</b> form and supporting documentation plus 11 <b>double-sided</b> photocopies to GSC.</li> </ul>		
<h4>Concentration or Minor Proposals (Form F)</h4> <ul style="list-style-type: none"> <li>• Page 29 in <i>Curriculum Guide</i>. Use <u>current</u> form.</li> <li>• As appropriate, include consultation forms (page 24).</li> <li>• Contact Person should sign the back of the signature sheet at the top.</li> <li>• Dept. Curriculum Committee Chair should sign the back of the signature sheet on line 2.</li> <li>• Dept. Head should sign line 2 of the signature sheet if there is no Dpt. Curric. Cmte. Chair.</li> <li>• Chair of Teachers Academy should sign the</li> </ul>	(same as above)	<ul style="list-style-type: none"> <li>• <b>Undergraduate</b> programs: <b>Email Word/PDF documents as an attachment to:</b> <a href="mailto:underged@uncg.edu">underged@uncg.edu</a>. All <u>signature sheets</u> must be scanned and submitted with documents or sent by campus mail. (UCC secretary will send a copy to Student Academic Services.)</li> <li>• <b>Graduate</b> programs: send the original <b>double-sided</b> form and supporting documentation plus 11</li> </ul>		

back of the signature sheet on line 4 (if needed).		<b>double-sided</b> photocopies to GSC.
<b>Program Revisions (Form G)</b> <ul style="list-style-type: none"> <li>Page 31 in <i>Curriculum Guide</i>. Use <u>current</u> form.</li> <li>Contact Person should sign the back of the signature sheet at the top.</li> <li>Dept. Curriculum Committee Chair should sign the back of the signature sheet on line 2.</li> <li>Dept. Head should sign line 2 of the signature sheet if there is no Dpt. Curric. Cmte. Chair.</li> <li>Chair of Teachers Academy should sign the back of the signature sheet on line 4 (if needed).</li> </ul>	(same as above)	<ul style="list-style-type: none"> <li><b>Undergraduate programs: Email Word/PDF documents as an attachment to:</b> <a href="mailto:underged@uncg.edu">underged@uncg.edu</a>. All <u>signature sheets</u> must be sent by campus mail or scanned and submitted with documents.</li> <li><b>Graduate programs:</b> send the original <b>double-sided</b> form and supporting documentation plus 11 <b>double-sided</b> photocopies to GSC.</li> </ul>
<b>Routine Change Requests (Form D)</b> <ul style="list-style-type: none"> <li>Page 25 in <i>Curriculum Guide</i>. Use <u>current</u> form.</li> <li>See page 25 in the <i>Guide</i> for information.</li> <li>As appropriate, include consultation forms (page 24).</li> <li>Contact Person should sign the signature sheet at the top.</li> <li>Department Head or Director of Graduate Study should sign the signature sheet at the bottom.</li> </ul>	<ul style="list-style-type: none"> <li><b>Scan and e-mail</b> the original signed forms and all supporting documentation to <a href="mailto:mrcaddel@uncg.edu">mrcaddel@uncg.edu</a>. All <b>signature sheets</b> must be scanned and submitted with documents or sent by campus mail.</li> <li>The College C&amp;T Committee's approval is not required; however they want to see these changes for informational purposes.</li> </ul>	The Dean's Office will send the original to either UCC (for 100-400 level courses) or GSC (for 500 level and above). For 500 level courses, after GSC reviews it, they will send it to UCC for review.
<b>Experimental Course Proposals (Form E)</b> <ul style="list-style-type: none"> <li>Page 27 in <i>Curriculum Guide</i>. Use <u>current</u> form.</li> <li>A syllabus or course outline should be included. See p. 67 in the <i>Guide</i> for templates.</li> <li>For the CIP code (Classification of Instructional Programs) to use on the cover sheet, search the UNCG Fact Book or on OIR's website (<a href="http://ire.uncg.edu">http://ire.uncg.edu</a>) or see the following website for the National Center for Education Statistics: <a href="http://nces.ed.gov/ipeds/web2000/cip2000/asp">http://nces.ed.gov/ipeds/web2000/cip2000/asp</a></li> </ul>	<ul style="list-style-type: none"> <li>Send the original to 105 Foust for a signature of the Associate Dean.</li> <li>No College C&amp;T Committee review is required.</li> </ul>	The Dean's Office will scan and e-mail the original to either UCC (for 100-400 level courses) or send the hard copy to GSC (for 500 level and above). For 500 level courses, after GSC reviews it, they will send it to UCC for review.
<b>Planning and Establishing New Undergraduate, Master's, or C.A.S. (Certificates of Advanced Study) Programs</b> <ul style="list-style-type: none"> <li>See pages 9-10 in the <b>Curriculum Guide</b> or contact Foust 105 to request the <b>step-by-step instructions for this process.</b></li> </ul>	<p><b><u>Notification of Intent to Plan:</u></b> Send a one page narrative to the Dean. <i>After</i> Dean discusses it with the contact person, the Provost, and the Dean of the Grad School (if applicable) and after the Departmental Curriculum Committee (if applicable) approves it, <b>scan the original and e-mail</b> it to <a href="mailto:mrcaddel@uncg.edu">mrcaddel@uncg.edu</a> so the C&amp;T Committee and the College Budget &amp; Planning Committee can review it.</p> <p><b><u>Request for Authorization to Establish:</u></b> <i>After</i> the Departmental Curriculum Committee approves it (if applicable), <b>scan the original and e-mail</b> it to <a href="mailto:mrcaddel@uncg.edu">mrcaddel@uncg.edu</a> so the C&amp;T Committee and the College Budget &amp; Planning Committee can review it.</p>	<p><b><u>Notification of Intent to Plan:</u></b> See pages 9-10 in the Curriculum Guide</p> <p><b><u>Request for Authorization to Establish:</u></b> See pages 9-10 in the Curriculum Guide</p>
<b>Planning and Establishing New Doctoral and First Professional Degree Programs</b> <ul style="list-style-type: none"> <li>See page 11 in the Curriculum Guide</li> </ul>	<p><b><u>Request for Authorization to Plan:</u></b> <i>See Above</i></p> <p><b><u>Request for Authorization to</u></b></p>	<p><b><u>Request for Authorization to Plan:</u></b> See page 11 in the Curriculum Guide</p> <p><b><u>Request for Authorization to</u></b></p>

<p>or contact Foust 105 to request the step-by-step instructions for this process.</p>	<p><b><u>Establish:</u></b> See Above</p>	<p><b><u>Establish:</u></b> See page 11 in the Curriculum Guide</p>
<p><b>General Education Core/Marker Credit Request (WI/SI)</b></p> <ul style="list-style-type: none"> <li>Page 54-60 in <i>Curriculum Guide</i>. Use <u>current</u> form.</li> </ul>	<p>If this is a new or substantially revised course, <b>scan the original course proposal and the General Education Form</b> (including signature pages) <b>and e-mail</b> to <a href="mailto:mrcaddel@uncg.edu">mrcaddel@uncg.edu</a> for C&amp;T Committee review.</p>	<p>See page 54-60 in the Curriculum Guide</p>
<p><b>Service Learning (SVL) Designation Request (Form H)</b></p> <ul style="list-style-type: none"> <li>Page 33 in <i>Curriculum Guide</i>. Use <u>current</u> form.</li> <li>See page 36 in the <i>Guide</i> for information.</li> </ul>	<p>See instructions on page 35 of Guide. New courses requesting SVL designation must be approved by the UCC or GSC prior to review by Service Learning Committee. If it's a new course, <b>scan the original proposal and Form H and e-mail</b> to <a href="mailto:mrcaddel@uncg.edu">mrcaddel@uncg.edu</a> for C&amp;T Committee review. (If it's not a new course, C&amp;T doesn't review it).</p>	<p>See instructions on page 36 of the Curriculum Guide.</p>
<p><b>Certificate/Licensure Program Proposal (Form J)</b></p> <ul style="list-style-type: none"> <li>Page 41 in <i>Curriculum Guide</i>. Use current form.</li> </ul> <p><b>Req for Discontinuation of a Degree Program (Form K)</b></p> <ul style="list-style-type: none"> <li>Page 43 in <i>Curriculum Guide</i>. Use current form.</li> </ul>	<p>(Same as procedures for New/Amended Course Proposal.)</p>	<p>(Same as procedures for New/Amended Course Proposal.)</p>

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## Common reasons why the Graduate Studies Curriculum Subcommittee may not approve items

### **Reasons for approval pending changes:**

- Revision of the course description: Awkward or unclear or more than 30 words
- Clarification of structure of credit hours
- Credits: Number of credits questioned; repetition for total credits unclear
- Correction of grading scale (no C- or D for graduate students, for example)

### **Reasons for rejection or tabling:**

- Consultation: Additional or further consultation is required; potential overlap with an established course
- Course Level: Appropriateness of level questioned (see also Student Learning Outcomes)
- Student Learning Outcomes: Inadequately expressed in terms of what students will be able to do or produce upon completion of course; inadequate differentiation between undergraduates and graduates at 500 level; (see Curriculum Guide, pages ???)
- Evaluation Methods: Inadequate information on the syllabus for students with regard to relative weight of various components of grade; no grading scale or inadequate explanation of what constitutes an A, B, C, etc.
- Required Texts/Readings/References: Appear incomplete or outdated
- Course Calendar: Lacks sufficient detail to permit assessment of agreement between actual content and stated objectives/requirements and catalog description

Questions about submission of GSC materials:

Mary Early, Secretary

[mgearly@uncg.edu](mailto:mgearly@uncg.edu) / 4-5596

Questions about submission of UCC materials:

Lee Odom, Secretary

[lhodom@uncg.edu](mailto:lhodom@uncg.edu) / 4-5393