Curriculum Proposal Review
Checklist

General

- ☐ Does the proposal clearly and accurately articulate resource implications? If additional resources are necessary, has the department or college agreed to provide those resources?
- ☐ Is the proposal's justification written so that a general audience can understand the changes being proposed?
- ☐ Is the proposal part of a curricular change package? If so, please submit proposals together.
- ☐ Is the proposal likely to create redundancies within the college or university? If so, is there clear justification for the additional effort or specialization?

Course Proposals

- ☐ If a course is being created, it is likely intended to be added to a program or programs. Are program proposals being pursued that request the inclusion of the new course?
- ☐ If the proposal includes a change to credit hours, programs that require the course will be impacted. Are program proposals being pursued that request a change in total program credit hours? (If a program already exceeds 60 credit hours and proposes new course work, it must decrease program credits elsewhere to prevent a net increase.)
- ☐ If a course is being changed, do the proposed changes in course outcomes or credit hours affect another program/department/college? Have the affected units given approval? (Letters of support should be attached.)
- ☐ Is there a course description? Is that course description compliant with the curriculum handbook? (Concise, standard word limit of 35, etc.)
- ☐ If there are prerequisites, do the courses fit within the maximum allowable prerequisite structure?

  ___ and ___ and ___
  Or
  ___ and ___ and ___
  Or
  ___ and ___ and ___

- ☐ Are the learning outcomes appropriate (e.g. Students will be able to…)? (For assistance, contact CTL.)

Program Proposals

- ☐ Is a redlined catalog PDF that clearly details the program requirement changes attached to the proposal?
- ☐ Do the proposed changes affect another department/college? Have the affected units given approval? (Letters of support should be attached.)
- ☐ Considering the proposed requirement changes, will the total credit hours of the program change? (If so, the change must be reflected in the proposal.)
- ☐ Are the learning outcomes appropriate?
- ☐ Are the requirements trackable within a student's progress report? Please contact Taylor or Barry with specific questions.

For curriculum assistance, please visit ucc.byu.edu. There you will find the UCC Handbook (packed with helpful information) and resources related to the Curriculum Management system (Kuali/Coursedog). Additionally, feel free to contact Taylor Adams in the Registrar's Office.

Items Requiring Full UCC Discussion

- Proposals that have cross-college impacts
- Proposals that increase high-credit major credit hour requirements
- Innovative ideas or approaches that could benefit the entire group and should be shared.

Items That Can Be Passed Without Discussion with Affirmation of Presenting Associate Dean

- Name Changes
- Course Description Changes
- Learning Outcome Changes
- Program Credit Hour Changes <60-credits