

## **UNDERGRADUATE CURRICULUM GUIDELINES**

**2017-2018**

### *College of Arts & Sciences*

Curriculum is reviewed by the CAS undergraduate council on a rolling basis during their regularly scheduled meetings throughout the academic year. Curriculum forms and supporting documents must be submitted electronically to Tori Tardugno at [vcrynlds@memphis.edu](mailto:vcrynlds@memphis.edu) by the last day of the month in order to be reviewed by the committee the following month. For instance, in order for curriculum changes to be reviewed during the Sept. 2017 meeting, materials must be complete and correct and submitted to Tori by August 31, 2017. Incomplete or incorrect material will be sent back to departments and can be submitted for review the following month.

Although the CAS UC and the UUC considers proposals on a rolling basis, program changes should be submitted in the fall (September, October, November) if the department would like to see those changes implemented the following year's catalog. Course revisions, new courses, and program edits can be submitted throughout the year and will be updated on a regular basis.

2017-2018 Undergraduate Curriculum Council Meetings Schedule:

September 21, 2017

October 19, 2017

November 16, 2017

February 15, 2018

March 15, 2018

April 19, 2018

### **COVER SHEET**

<http://www.memphis.edu/currproc/docs/cover1.pdf>

Directions for completing cover sheet:

Complete only **one** Cover Sheet for each department. Attach additional pages of explanation as needed.

- Indicate the request is for UNDERGRADUATE changes.
- Enter DEPARTMENT name.
- Indicate ALL types of changes requested for the department. If necessary, all 3 boxes may be checked. In the EXPLANATION/JUSTIFICATION box, provide rationale for requests. For example, "New course due to new program." Attach additional pages as needed.
- Make sure all required signatures are on this form before COVER SHEET is submitted.
- Submit name and e-mail as a contact source.
- After all data have been entered into the form, use your browser's print command to print the form for submission to the appropriate committee for review. Set your printer's top and bottom margins at .25" to get the form on one page. If you are a Mac user, use Internet Explorer as your browser in order to print the form after you have filled it out (Netscape only allows you to print out the form itself). After filling out and printing the form, click the reset button to clear the form.

## **COURSE REVISION**

<http://www.memphis.edu/currproc/docs/revision1.pdf>

When elements of a course need to be revised such as title, description, credit hours, etc., a Course Revision form must be completed.

If additions or revisions are made to a 4000 level course that has a 6000 level cognate, curricular forms for these courses must undergo both the undergraduate and the graduate curricular approval process.

**Note that the graduate council does not consider proposals on a rolling basis so all 6000 level cognates need to be submitted by the August 1 deadline for graduate curriculum.**

The course description must be the same for both the 4000 and 6000 levels. The 6000 level cognate must require additional work for graduate students, which is reflected in the syllabus.

Directions for completing course revision form:

- Enter DEPARTMENT name.
- Check all changes that apply to this request.  
Note: Any changes, e.g., description of course content, credit hours, repeatability, prerequisite/co-requisite, etc., must be indicated on this section. Indicate all places in the online Bulletin, such as course prerequisites or co-requisites, degree, major, minor, or concentration requirements that will be affected by the change.
- In BULLETIN DESCRIPTION section, enter all changes in boxes.  
Note: Schedule/Transcript Title must adhere to length requirements. 30 characters max. This includes spaces and punctuation. List multiple courses affected by the same course changes (prefix, grading, prerequisite, etc.) in the course description box. Indicate reason for change in course description box.
- If the course change you are proposing overlaps with an existing course in another department or college, you should discuss the possible overlap and reach a consensus **in advance** of submitting the course revision. If there is overlap, then contact the graduate coordinator or graduate representative of the department in which the overlaps occurs and include the contact person's name.
- Submit name and e-mail as a contact source.
- After all data have been entered into the form, use your browser's print command to print the form for submission to the appropriate committee for review. Set your printer's top and bottom margins to .25" to print the form on one page. If you are a Mac user, use Internet Explorer as your browser in order to print the form after you have filled it out (Netscape only allows you to print out the form itself). After filling out and printing the form, click the reset button to create another course request.

## **REQUEST FOR NEW COURSE**

[http://www.memphis.edu/currproc/docs/new\\_course2.pdf](http://www.memphis.edu/currproc/docs/new_course2.pdf)

- Enter DEPARTMENT name.
- In CATALOG DESCRIPTION, complete all boxes that apply to the new course.  
Note: · In writing the COURSE DESCRIPTION, repeatability, prerequisite/co-requisite, etc., must be indicated in this section. If the course is a 4000 level course and is also offered at the 6000 level (cognate), request for changes **MUST** be submitted to both University Undergraduate Council and the Graduate Council for review. Syllabus must indicate distinct requirements for graduate credit. Courses with a 6000 level cognate must be taught by a member of the Graduate Faculty. Schedule/Transcript Title must adhere to length requirements. This includes spaces and punctuation.
- **Note that the Graduate council reviews curriculum only once a year during their October meeting. The deadline for 6000 level course cognates is August 1.**
- If the new course you are proposing overlaps with an existing course in another department or college, you should discuss the possible overlap and reach a consensus **in advance** of submitting the new course. If there is overlap, then contact the graduate coordinator or graduate representative of the department in which the overlap occurs and include the contact person's name.
- Submit name and e-mail as a contact source.
- After all data have been entered into the form, use your browser's print command to print the form for submission to the appropriate committee for review. If you are a Mac user, use Internet Explorer as your browser in order to print the form after you have filled it out (Netscape only allows you to print out the form itself). After filling out and printing the form, click the reset button to create another course request.

## **PROPOSED COURSE SYLLABUS FORMAT**

Standard Form for Submission of Course Syllabi to Accompany Curricular Changes:

- Course Title
- Catalog Description, including prerequisites and lecture/laboratory hours (can be followed by further elaboration)
- Required Texts and other materials
- Course Objectives
- Nature of Students to be served (lower division, upper division, majors or non-majors, etc.)
- Description of course methods (please note any unusual features)
- Course Outline (course calendar subdivided by weeks is acceptable)
- **Clearly articulated course requirements (all requirements - including additional requirements for the 6000 level of 4000/6000 course)**
- Grading Policy and any other policies (such as required attendance)

### **CATALOG/PROGRAM CHANGES**

There is no form for catalog/program changes. If you are editing your program requirements check the "Program Change" box on the cover sheet and use the process below:

- **Program Descriptions/Catalog Changes:**  
Use **Internet Explorer** so that the formatting will remain the same. Copy your entire program description from the online Graduate Catalog into a Word document. In this document make the additions/corrections by using the "Track Changes" function in the "Tools" menu so the Council can see both the current text and the proposed changes. Please indicate all changes in **RED**.
- **A separate attachment outlining the rationale for each change must be submitted with the other materials.**
- **Editorial Corrections:**  
These refer only to changes in personnel, department addresses or phone numbers, and correcting typos. Copy your entire program description from the online Graduate Catalog into a Word document. In this document make the corrections by using the "Track Changes" function in the "Tools" menu so the Council can see both the current text and the proposed changes. Please indicate all changes in **RED**.

### **Academic Program Proposals needing board or THEC Approval or notification**

If your department is considering a new degree program or concentration, name change, certificate program, or changing the number of hours required for the degree please contact Angela Kuykendoll, at 678-2894, as well as Deborah Tollefsen [dtollfsn@memphis.edu](mailto:dtollfsn@memphis.edu) in order to find out which forms need to be filled out and when.

### **ELECTRONIC SUBMISSION GUIDELINES**

Curriculum forms and supporting documents must be submitted electronically to Tori Tardugno at [vcrynlds@memphis.edu](mailto:vcrynlds@memphis.edu) by the last day of the month in order to be reviewed by the committee the following month.

Please submit each document separately. Please do not send them in a single PDF. The easiest way for committee members to review documents is to have a list in an electronic file. Your colleagues may want to look at a specific course revision form, for instance, and it is easier to be able to scan a list and find it rather than opening a document and scrolling through it. This also makes it easier to fix errors on individual forms.

Label the documents in the following way:

- The cover sheet requires a signature by the department curriculum committee (usually the undergraduate representative/coordinator) and the department chair.
- Scan the cover sheet and label it with your department prefix first and then “cover.”  
Example: PHILcover
- Scan or make a PDF of the justification sheet, if you have one, and label it “Prefixjust”  
Example: PHILjust
- Scan new course proposal forms and label them with prefix, course number, and “new”  
example: PHIL1101new, BIO3455new
- Scan or make a pdf of the course syllabus and label with prefix, course number, and “syll” example: PHIL1101syll, BIO3455syll
- Scan course revision form and label with prefix, course number, and “rev” example: PHIL 1101rev, BIO3455rev
- Scan or make a pdf of your edited catalog page and label it with prefix and “cat”  
example: PHIL1101cat, BIO3455cat
- Be sure to submit edited four year plans if your program changes have impacted your plan. Track changes.
- Scan or make a pdf of 4 year plans and label them with prefix and “4yrplan” example: PHIL4yrplan

#### **MISCELLANEOUS**

- If changes affect both Graduate and Undergraduate courses, then paperwork must be submitted to both college committees. The Graduate council has an August 1, 2017 deadline for curriculum submissions. It does not review curriculum on a rolling basis.
- Departments should not make changes to their departmental website until the changes appear in the online catalog.
- Curriculum changes approved by the college council will be forwarded to the UUC for approval during the following month. The UUC considers curriculum proposals on a rolling basis. It meets in September, October, November, February, March, and April. Proposals that are submitted in April to the college council will not be reviewed by the UUC until the following September therefore it is crucial that all CAS undergraduate curriculum proposals be submitted to the college council no later than the last day of February to be considered by the CAS council in March and forwarded, if approved, to the UUC for review during their final April meeting.