

UNDERGRADUATE CURRICULUM GUIDELINES

2019-2020

College of Arts & Sciences

Curriculum is reviewed by the CAS undergraduate council during the October and November council meeting. All proposals must be submitted via curriculog <https://memphis.curriculog.com> by **September 27, 2019 at 4:30 p.m.**

2019-2020 Undergraduate Curriculum Council Meetings Schedule:

All meetings will take place in Scates 212, 2:30-4:30 p.m.

September 19, 2019

October 17, 2019

November 21, 2019

December 19, 2019

February 20, 2020

March 19, 2020

April 16, 2020

PROGRAM CHANGES

If you are changing the number of credit hrs in your major or minor by adding or deleting course requirements or in any way changing the requirements of your programs, this is a **program change** and you need to use a curriculog form to submit such changes. Provide a detailed explanation of the changes and attached a copy of your current program requirements from the catalog and use track changes to show how the program will be changed.

COURSE REVISION

If you are revising courses you must use the curriculog course revision form. Submit one out for each course revised.

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.

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.

REQUEST FOR NEW COURSE

- **Before you submit a new course form you need to receive the new course number from the Registrar. Please contact Alletha Davis at adavis46@memphis.edu to request new course numbers. No new course will be approved unless the course numbers have come from the Registrar's office.**
- 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 undergraduate coordinator or undergraduate representative of the department in which the overlap occurs and include the contact person's name.
- Be sure to upload a course syllabus

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.)

Last updated 8/8/19

- 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)

EDITORIAL CORRECTIONS

If you want to fix typos on your program pages and/or course descriptions you can submit those directly to **Debra Turner** dmturner@memphis.edu. Please cc **Victoria (Tori) Tardugno** vcrynlds@memphis.edu

Please be aware that what you may think is editorial may be a change that requires approval. Make sure you cc Tori so she can verify that it just an edit.

New Program under 24 credit hrs (minor or concentration)

Please use curriculog form. Provide a thorough justification for any new minors or concentrations and include a discussion of how your unit will be able to staff the courses in the minor or concentration in a way that does not increase instructional costs.

Academic Program Proposals needing board or THEC Approval or notification

THEC requires that we notify them of certain types of changes. Please see list of THEC notification forms at <http://www.memphis.edu/cas/council-ug/ug-curriculum-guidelines.php> These forms must be submitted with all other curriculum forms. Contact Deb Tollefsen or Tori for help.

If your department is considering a new degree program that involves more than 24 credit hours please contact Deborah Tollefsen dtollfsn@memphis.edu in order to find out which forms need to be filled out and when. Adding programs with more than 24 hrs is a lengthy approval process. Please plan accordingly.

MISCELLANEOUS

- If changes affect both Graduate and Undergraduate courses, then forms must be submitted to both college committees via curriculog. This means you must fill out two distinct forms in curriculog. The graduate and the undergraduate form.
- Departments should not make changes to their departmental website until the changes appear in the online catalog.
- Curriculum changes approved by the college council during October and November will be forwarded to the UUC for approval in December. The catalog will be updated in February and March with all approved changes. You will be notified when approval is received from the UUC.