

Academic Affairs Council

Curriculum Requests - Helpful Hints

❖ Informational Web Sites

- sites.uco.edu/academic-affairs/forms-links/curricular.asp
 - Up-to-date forms
 - New Courses, Course Changes, Course Deletions, Program Changes, and Request for Inclusion Into University Core.
 - Examples of standard Objectives
- sites.uco.edu/academic-affairs/faculty-staff/aacc.asp
 - AAC meeting dates, agenda, minutes, curriculum committee reports
 - Curriculum timeline
 - Tracking chart

❖ General hints for filling out forms (problem spots)

- **Make sure that forms are completely filled out. Don't leave anything blank even if the answer is No Change.**
- **Make sure that the title page is complete and accurate.**
 - Title – 30 characters/spaces total (if longer abbreviate).
 - In a Course Change request make sure all changes are specified.
 - Make sure that all programs including the course are specified.
 - Consistency in all proposals is critical.
- **Course Description**
 - All descriptions should be in Standard American English (full sentences). If the existing course does not have a description in Standard American English, the description needs to be changed.
- **Course Prerequisites**
 - Should be listed by prefix and number.
- **Course Objectives**
 - Need to be measurable.
 - Should differ for a course with both undergraduate and graduate cross listing. The graduate component should have more rigorous objectives.
 - Examples can be found at the “Forms” website.
- **Enrollment Restrictions**
 - You can include or exclude any majors by using the blanks provided (more blanks can be added if needed).
 - By leaving this blank you will not exclude any specific major from the course.
 - You can include any or all specific classifications (Fr, So, Jr, etc) by checking the box provided. By leaving all of the boxes blank you include ALL students regardless of classification. By checking any you include only those classifications checked.
- **Analytical Information**
 - Assessment results must be included for any change.
 - Course Level Characteristics must be clearly specified.
 - Scholarly or creative requirements must be included and clearly specified.
 - If the change affects any other department or program, make sure discussions are held and noted on the form. Specific names and contact dates must be listed.
- **Graduate new course submissions require a syllabus; Undergraduate do not.**
- **Program Changes – items to note**
 - Are prefixes, titles, and numbers accurate?
 - Are total hours accurate?
 - Have you checked each against a current catalogue?
 - All totals in the major or components of the major accurately reflect the total of the hours.

- All required or optional courses in the major have standard numbers and titles. (Common courses should not be included as standard parts of a major, i.e., courses with specific temporary topics and seminar titles.)
- Prerequisites to required courses are also required.
- Major does not imply concentrations, emphasis, etc. (A new major would be requested as such.)
- **Curriculum Requests Requiring Regents' Approval**
 - New program/major
 - Program/major name changes
 - Degree designation change (BA to BFA)
 - Deletion of program/major
 - Increase in total credit hours for a program/major
 - Substantive curriculum change: any changes, additions or deletions of required courses to a program /major
- **Curriculum Requests Requiring UCO Approval**
 - Course Changes
 - Request for New Minor
 - Request for New Course
 - Program curriculum changes: any non-substantive change (change, addition or deletion to a list of elective courses)
 - Requests for inclusion into University Core