

ACADEMIC ADVISOR  
FUNCTIONAL REVIEW CHECKLIST  
COLLEGE CURRICULUM COMMITTEE  
PROGRAM PROPOSAL

1. Are there any hidden requirements/prerequisites?
2. Is the credit hour addition correct?
3. Is the course numbering correct (course prefix, number, level)?
4. Does the program have a minimum of 124 credit hours?
5. (Regents' recommend programs consist of 1/3 general education, 1/3 major and 1/3 free electives)
6. Does the program have a minimum of 15 credit hours of 3/4000 level course work required in the major (not including Professional Teacher Education)?
7. Does the minor (if appropriate) have a minimum of 6 credit hours of 3/4000 level courses required?
8. Is the program free of common course(s) with a specific title?
9. Is there an effect on students who are working under prior catalog requirements?
10. Are there any group exceptions needed for students who are working under prior catalog requirements or under the proposed program requirements?
11. Do the minimum grade requirements match others with the same program name?
12. Are minimum grade requirements listed for all course work, UCO course work, major course work, and Professional Teacher Education requirements (if applicable)?
13. Should the program be considered a new program in terms of UCO's policy regarding a limit of 6 years for current students to finish existing requirements?
14. Are there questions you have about implementation that are not answered in this proposal (e.g., if a course is being split or courses combined, is it clear as to how these courses will be handled)?
15. Is the change administratively feasible?
16. Are there other concerns?

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COURSE PROPOSAL

1. Is there an effect on students in other programs/majors?
2. Is there an effect on students who are working under prior catalog requirements?
3. Is the course numbering correct (course prefix, number, level)?
4. Will the change raise/lower the total number of credit hours in other programs/ majors?
5. Does the change affect the University Core?
6. Does the change affect Teacher Education?
7. Is there an effect on any minor?
8. In the case of a prefix change, is the change reflected in the course descriptions for which the course is listed as a prerequisite?
9. Are there other concerns?
10. Is the change administratively feasible?
11. Will prerequisite changes affect enrollment?