Undergraduate Curriculum Package Submission Helpful Hints and Checklist

☐ All boxes of the course proposal form are filled in. Put “N/A” if the item is not applicable.

☐ Make sure to fill in both sides of the Method(s) of Delivery checkbox.

☐ The course justification should reference and draw on program assessment of the unit’s curriculum (as described in the Instructions for Completing the University Curriculum Committee’s Course Proposal Form for Courses Numbered 0001 – 4999 section of this manual) and should specify that collective faculty were involved in the approval process. The course justification should refer to a program assessment of the unit’s curriculum and specify that unit faculty voted on and approved the curricular change(s).

☐ Ensure the course credit table includes the accurate number of hours and the total credit hours.

☐ Course description is brief and is the same in the course proposal form and marked catalog copy. (See GUIDELINES FOR WRITING COURSE DESCRIPTIONS)

☐ The generic course information is complete, appropriate, and includes the following:
  ☐ Full bibliographic information for textbooks (indicated as required or optional) is provided in an appropriate style that is consistent throughout the entire submission (ISBN is required).
  ☐ References generic “course management system,” where applicable, and not Blackboard or other specific software programs, which may change in future.
  ☐ Objectives that are appropriate to the course level, student centered, and measurable, and do not duplicate other courses (especially graduate courses). The use of Bloom’s taxonomy is recommended in creating objectives. It is recommended that lists of objectives are formatted to begin with the tag phrase “Upon completion of this course, students will be able to:”
  ☐ Outline of the course content is shown using topic areas or units, not “weeks.”
  ☐ Grading information includes assignments, weighting of each assignment, and grading/evaluation system using +/- grading scale.

   **NOTE:** Exclude information about instructors or dates of class activities.

☐ The marked catalog copy is complete, consistent with unit norms, consistent with course proposal documents, and error free. If in doubt, please verify copy with the Office of the Registrar (Diane Coltraine, coltrainem@ecu.edu).

☐ Correspondence with all affected units offering similar courses is included.

☐ Budgetary memorandum from the unit administrator is included if required.

☐ The signature form includes all required committee chair signatures for course designations as appropriate.

☐ The curriculum package is complete and follows UCC guidelines. If in doubt, please verify with the Office of Academic Program Planning and Development (Kimberly Nicholson, nicholsonk@ecu.edu).

All required documents have been submitted together to cucsubmissions@ecu.edu at least two weeks prior to the scheduled UCC meeting at which the package will be considered.