

Curriculum Proposal Review Checklist

General

- Does the proposal clearly align with the Mission of Brigham Young University and the Aims of a BYU Education?
- Does the proposal clearly and accurately articulate resource implications? If additional resources are necessary, has the department or college agreed to provide those resources?
- Is the proposal's justification written so that a general audience can understand the changes being proposed?
- Is the proposal part of a curricular change package? If so, please submit proposals together.
- Is the proposal likely to create redundancies within the college or university? If so, is there a clear justification for the additional effort or specialization?

Course Proposals

- If a course is being created, it is likely intended to be added to a program or programs. Are program proposals being pursued that request the inclusion of the new course?
- If the proposal includes a change to credit hours, programs that require the course will be impacted. Are program proposals being pursued that request a change in total program credit hours? (If a program already exceeds 60 credit hours and proposes new course work, it must decrease program credits elsewhere to prevent a net increase.)
- If a course is being changed, do the proposed changes in course outcomes or credit hours affect another program/department/college? Have the affected units given approval? (Letters of support should be attached.)
- Is there a course description? Is that course description compliant with the curriculum handbook? (Concise, standard word limit of 35, etc.)
- If there are prerequisites, do the courses fit within the maximum allowable prerequisite structure?
____ and ____ and ____
Or
____ and ____ and ____
Or
____ and ____ and ____
- Are the learning outcomes appropriate (e.g. Students will be able to...)? (For assistance, contact CTL.)

Program Proposals

- Does the proposal extend the time to graduation or make the program more complicated?
- Is a redlined catalog PDF that clearly details the program requirement changes attached to the proposal?
- Do the proposed changes affect another department/college? Have the affected units given approval? (Letters of support should be attached.)
- Considering the proposed requirement changes, will the total credit hours of the program change? (If so, the change must be reflected in the proposal.)
- Are the learning outcomes appropriate?

- Are the requirements trackable within a student's progress report? The following situations hinder progress trackability for the overall program and requirement level progress:
 1. Text-based requirements that list groups of courses to be taken.
 2. Course-based requirements where at least one of the courses in that requirement set is a variable credit course.
 3. The program requires a minor to be completed.

Please contact Taylor Adams or Barry Allred with specific questions.

Items Requiring Full UCC Discussion

- New programs
- New courses not previously taught under a different teaching area or number
- Proposals that have cross-college impacts
- Proposals that increase total credit hours for programs already over 60 hours
- Innovative ideas or approaches that could benefit the entire group and should be shared

Items That Can Be Passed Without Discussion with Affirmation of Presenting Associate Dean

- Name Changes
- Course Description Changes
- Learning Outcome Changes (these can be updated on learningoutcomes.byu.edu outside of the UCC approval process)
- Program Credit Hour Changes less than 60 credits

For curriculum assistance, please visit ucc.byu.edu. There you will find the UCC Handbook (packed with helpful information) and resources related to the Curriculum Management system (Coursedog). Additionally, feel free to contact Taylor Adams in the Registrar's Office.