

Curriculum Proposal Review Checklist

General

- Does the proposal 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/college agreed to provide those resources?
- Is the proposal's justification written so a general audience can understand the proposed changes?
- Is the proposal part of a curricular change package?
 - If so, please submit proposals together.
- Is the proposal likely to create redundancies within BYU?
 - 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(s). Are program proposals being pursued that request the inclusion of the new course?
- If the course proposal includes a change to credit hours, programs that require the course will be impacted and corresponding program proposals should also be submitted.
- If a course is being changed, do the proposed changes in course outcomes or credit hours affect another program/department/college?
 - If so, have the affected units given approval? (Letters of support should be attached.)
- Is the course description compliant with the curriculum handbook? (Concise, standard word limit of 35, etc.)
- Are the learning outcomes appropriate (e.g. Students will be able to...)? (For assistance, contact the Center for Teaching & Learning – ctl.byu.edu.)

Program Proposals

- Does the proposal increase credit hours, extend the time to graduation or make the program more complicated? If so, does the justification adequately explain the need for these changes?
- If a program already exceeds 60 credit hours and proposes new course work, it must decrease program credits elsewhere to prevent a net increase.
- Is a redlined catalog PDF that clearly details the program requirement changes attached to the proposal?
- Do the proposed changes affect another department/college?
 - If so, have the affected units given approval? (Letters of support should be attached.)
- Considered 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? Do they align with the AIMS of a BYU education?
- Are the requirements trackable within a student's progress report? (Questions? Contact the Registrar's Office – curriculum@byu.edu.)

Items Requiring Full UCC Discussion

- Proposals that have cross-college impacts
- New or Changing Department Name or Teaching Areas
- Innovative ideas or approaches that could benefit the entire group and should be shared
- Programs
 - New programs
 - Program name changes
 - Program Retirements
 - Changes to credit hours
- Courses
 - New courses
 - Changes to credit hours

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

- Course title changes
- Course description changes
- Learning outcome changes (these can be updated on *learningoutcomes.byu.edu* outside of the UCC approval process)

For curriculum assistance, visit *ucc.byu.edu*. There you will find the UCC Handbook, full of helpful information and resources related to the Curriculum Management system (Coursedog). If you have questions, contact curriculum@byu.edu in the Registrar's Office.