

Curriculum Approval Process Checklist

This document does not cover all items on the forms you need to complete, only those where the CCC most commonly sees problems. For items not listed here, the form is either self-explanatory and/or already contains information on how to complete that item.

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NOTE: Most delays in the curricular process result from lack of response at the department level. Therefore, after submitting your request, please pay attention to the automated update emails from the system! These will come from please-do-not-reply@ufl.edu and will have a subject line that begins [Request Number XXXXX] plus the title of the request you created. You might also want to notify your chair/director or other department approver when there is a request waiting for them to approve.

1. Tips for new course requests

Starting in Fall 2024, new course requests must (again) **include a syllabus** as part of the submission. We are in the process of also revising the online form to reduce redundancy and avoid copying and pasting between forms (which, by the way, does not work well with the online form, as all formatting is removed).

Section on Form	Guidelines and Suggestions
Course Number	<input type="checkbox"/> This is looking for a 3-digit code (the first digit of the course code is the level, selected in the previous item). If this is a brand-new course, it's best to put XXX and let SCNS assign the number.
Category of Instruction	<input type="checkbox"/> Category of instruction is automatic and depends on the one-digit course level you entered in the first item.
Course Title	<input type="checkbox"/> Remember there is a 100-character limit on course titles (including spaces and punctuation). Please check before submitting!
Transcript Title	<input type="checkbox"/> There is a 30-character limit on course titles (including spaces and punctuation). Please check before submitting!
Effective Term/Year	<input type="checkbox"/> It is always recommended to use the "Earliest available" options.
Rotating Topic	<input type="checkbox"/> The rotating topic option should be selected only if the course is a true "special topics" kind of course. (It is expected that the content and assessment of the course will vary, within reason, as the course evolves over time.)
Repeatable Credit	<input type="checkbox"/> In general, courses cannot be repeated for credit unless there is a substantial change in content. This option should only be used in cases of rotating topic courses.
Contact Type	<input type="checkbox"/> The vast majority of courses are "Regularly Scheduled." Exceptions are internships, supervised research, etc.
Weekly Contact Hours	<input type="checkbox"/> The weekly contact hours should, in virtually all cases, match the number of credit hours. (Exceptions include lab courses and other non-traditional classroom type courses.)
Course Description	<input type="checkbox"/> The course description must be written in the 'telegraphic' style used by the Catalog. This style makes use of sentence fragments, omitting such phrases as "This course will..." or "We will...". The best descriptions are either single or a combination of: <ul style="list-style-type: none">○ Noun phrases (*preferred): "Introduction to ...", "Examination of...", "Theory and method in...", etc.○ Verb phrases: "Explores...", "Introduces...", etc.○ Adjective phrases: "Designed to equip students with...", "For students with..." etc. <input type="checkbox"/> There is a 500-character limit on the course description.
Prerequisite and Co-requisite	<input type="checkbox"/> Prerequisites must be written in language that a computer can understand:

	<ul style="list-style-type: none"> ○ Use “&” and “or” to conjoin multiple requirements (do not use punctuation) ○ Use parentheses to specify groupings in multiple requirements. ○ Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. ○ Specify all majors or minors included (if all majors in a college are acceptable the college code is sufficient). If specifying a particular major and/or minor, provide the plan code for that major/minor (e.g., undergraduate Spanish major = SPN_BA)
Course objectives	<p><input type="checkbox"/> <i>“Permission of instructor” is always an option (and cannot be computer-checked) so should not be included.</i></p> <p><input type="checkbox"/> Course objectives (or student outcomes) should be written to complete the sentence "A student who successfully completes this course will be able to..." and should use observable, measurable action verbs.</p> <ul style="list-style-type: none"> ○ Terms such as "know," "understand," "learn," and "appreciate" are not specific enough to be measurable. Sample verbs for different levels of learning are provided here, but you are encouraged to consult Bloom's Taxonomy of verbs for more options (see, for example, this resource from Ohio State University). <ul style="list-style-type: none"> ▪ <u>Remembering and understanding</u>: recall, identify, label, illustrate, summarize ▪ <u>Applying and analyzing</u>: use, differentiate, organize, integrate, apply, solve, analyze ▪ <u>Evaluating and creating</u>: monitor, test, judge, produce, revise, compose
Course Textbooks/Readings	<p><input type="checkbox"/> Provide a complete list of readings/materials, including textbooks, articles, films, etc. The purpose of this list is to allow the committee to assess workload and to get a better understanding of course content, with the understanding that specific items may change semester to semester.</p> <p><input type="checkbox"/> (For rotating topics courses, an example of one iteration of the course is acceptable.)</p>
Weekly Schedule of Topics	<p><input type="checkbox"/> Do not submit a full semester calendar.</p> <p><input type="checkbox"/> Instead, we need a list of the topics/themes that will be covered each week of the course. We are looking for a list of 15 weeks of content (even though in reality we know most semesters last 16 calendar weeks but include holidays, etc.). In other words, your response should look like:</p> <p style="margin-left: 40px;">Week 1 = topic Week 2 = topic ... Week 15 = topic</p>

Grading Scheme	<input type="checkbox"/> The grading scheme section requires <u>two</u> things: <ul style="list-style-type: none"> ○ A grading scale (i.e., what percentage constitutes an A, an A-, a B+, etc.). There is no single standard university or college scale, so this must be specified. ○ A list of the assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity. Include details about the grading rubric and percentage breakdowns for determining grades. <input type="checkbox"/> NOTE: If participation and/or attendance are part of the grade, provide a rubric or concrete details regarding how they will be assessed, and specify the contribution to the final grade. <input type="checkbox"/> *Please review the UF attendance policy to ensure that your requirements are in compliance.
Required Links and Policies	<input type="checkbox"/> Before you check yes to all these things, PLEASE READ the information at the links provided.
Request title	<input type="checkbox"/> On the second page of the form, you need to enter a title for your request. For course modifications, please include the course number and title and a brief description of the modification, using this format: ABC1234 — Proposed Course Name (e.g., "SPN4930 – Topics in Spanish Linguistics")
Description of request	<input type="checkbox"/> Provide a succinct summary of the request, a few words are usually sufficient (e.g., "creation of new course in Spanish linguistics")
Send to group	<input type="checkbox"/> Select your department from the list, as this is the first step of the approval process.
Syllabus and other documents	<input type="checkbox"/> After submitting, use "upload additional document" option to add the latest version of the syllabus, along with any other necessary documents (consults, etc.). <input type="checkbox"/> Please ensure the syllabus is in compliance with the current UF Syllabus Policy to avoid unnecessary delays.

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1a. Note on co-listed (e.g., double component/grad+ugrad) courses

- ☐ If you are submitting a request for a double component (grad/undergrad) course, you will need to submit *two* forms, one for the [undergraduate course](#) and one for the [graduate course](#). For both requests, you will have a chance to explain how the grad/ugrd components and assessments differ.
- ☐ It is recommended that you submit *both* syllabi with *both* requests in case the committees would like to compare them.

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2. Tips for course modification requests

<i>Section on Form</i>	<i>Guidelines and Suggestions</i>
Rationale for 5000 level course request	<input type="checkbox"/> This is a typo on this particular form (both graduate and undergraduate versions) and is not relevant to this process. Please type "N/A".
Course title	<input type="checkbox"/> Refer to the Catalog for the <i>exact</i> course title. Any mismatch will cause delays in the approval process. [Undergraduate course search Graduate course search]
Effective Term/Year	<input type="checkbox"/> It is always recommended to use the "Earliest available" options.
Rationale	<input type="checkbox"/> The rationale for the change is crucial in these requests. Please clearly explain why the request is being made and discuss what potential impacts (positive or negative) it will have on the course/program.
Title of request	<input type="checkbox"/> On the second page of the form, you need to enter a title for your request. For course modifications, please include the course number and title and a brief description of the modification, using this format: ABC1234 — change xxxx (e.g., "SPN4930 – change repeatable credits")
Description of request	<input type="checkbox"/> Provide a succinct summary of the request, a few words are usually sufficient (e.g., "Change maximum repeatable hours allowed in SPN4930")
Send to group	<input type="checkbox"/> Select your department from the list, as this is the first step of the approval process.
Syllabus and other documents	<input type="checkbox"/> After submitting, use "upload additional document" option to add the latest version of the syllabus, along with any other necessary documents (consults, etc.). <input type="checkbox"/> Please ensure the syllabus is in compliance with the current UF Syllabus Policy to avoid unnecessary delays.

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3. Tips for new program or program modification requests

These processes are fairly self-explanatory if you follow the prompts on the form. The below are the common reasons we see delays.

<i>Section on Form</i>	<i>Guidelines and Suggestions</i>
Effective Term/Year	<input type="checkbox"/> It is always recommended to use the "Earliest available" options.
Rationale	<input type="checkbox"/> The rationale for the program/change is crucial in these requests. Please clearly explain why the request is being made and discuss what potential impacts (positive or negative) it will have on existing courses and programs.
Assessment data	<input type="checkbox"/> Changes to programs must include recent data on assessments (e.g., from the Academic Assessment Plans that programs submit yearly).
Catalog copy	<input type="checkbox"/> This item simply asks you to confirm that you will upload catalog copy (see below).
Title of request	<p>On the second page of the form, you need to enter a title for your request.</p> <input type="checkbox"/> For program modifications, please use this format: Degree_Program Code – type of change (e.g., "BA_SPN – change required courses")
Description of request	<input type="checkbox"/> For new programs/majors, use this format: Degree_Program Code – Title (e.g., "BA_SPN – new major in Spanish")
Send to group	<input type="checkbox"/> Provide a succinct summary of the request, a few words are usually sufficient (e.g., "Change required coursework for Spanish major").
Additional documents	<input type="checkbox"/> Select your department from the list, as this is the first step of the approval process.
	<input type="checkbox"/> After submitting, use "upload additional document" option to add a document of the catalog copy as a Word document. For new programs, follow the format found in the catalog for other comparable programs. For program modifications, paste the current catalog copy into a Word document, turn on Track Changes, and then make necessary changes. New catalog copy documents will not be accepted without Track Changes visible.

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4. Additional resources

<i>Resource</i>	<i>Link</i>
Check request status	Go to https://secure.aa.ufl.edu/Approval/reports , then enter your course request number (from confirmation email) or search by keywords or the last name of the submitter.
UCC definitions	For definitions of most terms used in these processes, go to https://approval.ufl.edu/help/definitions .
UCC policies	For general policies related to curriculum and curricular requests, see https://approval.ufl.edu/policies/ucc-policies/ .
UF syllabus policies	The latest syllabus policy for all syllabi (including General Education syllabi), as well as sample syllabi, can be found at https://syllabus.ufl.edu/syllabus-policy/ .
Track changes guide	Catalog copy changes must be submitted using Track Changes in Word. For instructions, see: https://approval.ufl.edu/media/approvalufledu/Submitting-Edits-in-Word-with-Tracked-Changes-(002)-1.pdf
Department approvers	The list of departmental approvers can be viewed <i>and modified</i> at https://secure.aa.ufl.edu/Approval/changeapprovers .

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