

**CURRICULUM CHECKLIST  
FOR EDITING CURRICULAR CHANGE PROPOSALS**

1. The course number should be checked against the current catalog to see if the course number is currently being used.
2. The course number should be checked against recent catalogs. In general, re-using the course numbers should be avoided for three to five years.
3. The course number selected should be appropriate for the course. The level of the course and the sequencing of the course should be considered.
4. Pre/co-requisites in the course description should be verified as correct by checking the current catalog.
5. The curricular change should be applied to appropriate current programs of study (usually in the current catalog) to ensure proper sequencing of pre/co-requisites.
6. General Education requirements should be checked carefully to ensure compliance.
7. The number of upper division hours should be checked to ensure that 40 or more are required.
8. The number of credit hours required for the degree must be at least 124. Hours required beyond 124 for a new program require a justification.
9. If the number of credit hours in a program of study is being increased, a justification should be included in the proposal.
10. \*If unable to identify coordinating departments that proposed change affects, Academic Affairs can offer assistance in identifying courses.
11. The proposal should be made available to departmental faculty and other interested parties via electronic distribution at least five business days prior to submission for approval.

All of the above items have been checked.

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Department Head

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Date

\*Added 9/1/05

Typical Time Frames:

Stages	Curriculum Change or Proposal (Requires submission to Teacher Education Council)	Curriculum Change or Proposal (Does <u>not</u> require submission to Teacher Education Council)
Preparation/Approval by Department Head & Dean	January through September	January through September
Academic Affairs/Registrar	October 1	October 1
Teacher Education Council	October 15	
Curriculum Committee (undergraduate proposal) Graduate Council (graduate proposal)	November 1	October 15
Faculty Senate (undergraduate proposal)	November 15	November 1
Vice President for Academic Affairs	December 1	December 1
President and Board of Trustees	December 10	December 10
Arkansas Higher Education Coordinating Board (letter of notification due for new program proposals)	December 20	December 20