



UNC
COLLEGE OF
ARTS & SCIENCES

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

OFFICE OF UNDERGRADUATE
CURRICULA

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TO: Chairs, Directors of Undergraduate Study, and Scheduling Officers
FROM: Erika Lindemann, Associate Dean for Undergraduate Curricula
RE: Learning Contracts; Cross-listed Courses; Course and Curriculum Submission Deadline
DATE: August 8, 2013

Welcome to the beginning of a new academic year. This memo contains several reminders and due dates for the fall semester.

August 26: Learning Contracts

The College of Arts and Sciences has developed a learning contract for use in independent study/research, directed readings, internships, and other such courses. A template is available on the College's Intranet, under Dean's Office and University Forms. Learning contracts must be completed and approved before students register for these courses, and all students must be registered by the last day of late registration, August 26. The contracts should remain on file in the unit for a minimum of four years. No more than two students may enroll in each faculty member's section of an independent study course (for exceptions, see page 7 of the Independent Study Task Force report at http://www.unc.edu/depts/uc/AB/4-17-12/IndepStudyReport_Final.pdf).

Please also remind instructors that a syllabus must be provided to students no later than the first day of class. It should be retained by the department or curriculum for at least four years.

Fall 2013: Cross-listed Courses

The moratorium on cross-listed courses will be lifted this semester. A separate communication from the Office of the University Registrar will provide guidelines and procedures for cross-listing courses in the Course Request Approval System.

October 15: Course and Curriculum Submission Deadline

The submission deadline for courses and curriculum proposals is October 15, 2013. This deadline applies to any courses or curriculum proposals that you wish to implement with a fall 2014 effective date and see included in the 2014-2015 *Undergraduate Bulletin*. Requests to revise the requirements for majors and minors must include the current *Bulletin* text as well as the revised text reflecting the changes you wish to implement; consequently, you will be receiving a Word file of your section of the current 2013-2014 *Undergraduate Bulletin* in early September.

Course Requests

If you wish to add, revise, or inactivate courses, please submit your requests through ConnectCarolina's Course Request Approval System (CRAS) by October 15. Every unit has at least one designated "submitter" and one "approver" with access to CRAS. Please make sure that these individuals have completed the [relevant training](#) so that courses can move smoothly through the system.

Curriculum Proposals

Program changes, including revisions to course lists that satisfy requirements for majors, concentrations, and minors, should be submitted in the form of a letter signed by the chair and addressed to the Administrative Boards of the College of Arts and Sciences and the General College. If a revision is proposed, the letter should be accompanied by an attachment that presents the current 2013-2014 *Undergraduate Bulletin* text as well as a track-changes revision reflecting the requested changes. All proposals for new majors or minors should include an attachment that presents the requirements as they would appear, if approved, in the 2014-2015 *Undergraduate Bulletin*. The materials can be sent by email to nick_siedentop@unc.edu or as a hard copy to the address above. You will be notified by letter when the Administrative Boards have acted on your proposal. For more information about the submission and approval process, please see http://www.unc.edu/depts/uc/Faculty/Proposals_Instructions.html

Early October: Undergraduate Bulletin Revisions

Password-protected Word files of your section of the *Undergraduate Bulletin* will be sent out in early October, with a return date of mid-November. Additional information will be forthcoming when the Word files are sent to you. Please be aware that curriculum changes cannot be made simply by changing the *Bulletin* text. All changes require approval by the Administrative Boards, as described in the section “Curriculum Proposals” above.

If you have any questions or concerns, please feel welcome to email Nick Siedentop (nick_siedentop@unc.edu). Our best wishes for a successful semester.