



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: James Thompson, Associate Dean for Undergraduate Curricula
RE: Learning Contracts; Course Syllabus; Course and Curriculum Submission Deadline
DATE: Monday, August 18, 2014

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

Monday, August 25: Learning Contracts

Procedures governing independent study/research, directed readings, internships, and other such courses are available on the Office of the University Registrar's website under the title "UPM #30 Independent Study Policy" at <http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/independent-study-policy>. At the bottom of the UPM is a link to the College of Arts and Sciences Learning Contract. Units are free to adapt the template to their own needs so long as the required information and space for approval signatures are retained. Approved learning contracts should be archived in the unit for a minimum of four years.

Be aware that registration for an independent study course must be completed after the learning contract has been approved and **no later than the last day of "late registration."** In fall 2014 the deadline is **Monday, August 25, 2014**.

Among other regulations, the policy restricts the number of students that an instructor may supervise in an independent study course to two students per semester or summer session plus two additional students who are working on an honors thesis (but see the section "Limits and Exclusions" for exceptions). Units should create sections of a course for each instructor supervising an independent study.

Course Syllabus

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

October 15: Course and Curriculum Submission Deadline

The submission deadline for courses and curriculum proposals is October 15, 2014. This deadline applies to any courses or curriculum proposals that you wish to implement with a fall 2015 effective date and see included in the 2015-2016 *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 2014-2015 *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 2014-2015 *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 *Undergraduate Bulletin*. The materials should be sent by email to nick_siedentop@unc.edu. 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://curricula.unc.edu/faculty/curriculum-proposals>.

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.

New Website

The Office of Undergraduate Curricula recently migrated its website to the WordPress platform. As a result, the URL was changed to <http://curricula.unc.edu>. Please update your website links accordingly.

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