



UNC
COLLEGE OF
ARTS & SCIENCES

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

OFFICE OF UNDERGRADUATE
CURRICULA

CAMPUS BOX 3504
300 STEELE BUILDING
CHAPEL HILL, NC 27599-3504

T 919.843.7773
F 919.843.6557

TO: Chairs, Directors of Undergraduate Study, and Scheduling Officers
FROM: James Thompson, Associate Dean for Undergraduate Curricula
RE: Learning Contracts; Catalog; Syllabi; Curriculum Procedures and Deadlines
DATE: Thursday, August 18, 2016

Welcome to the beginning of a new academic year. This memo contains several reminders and due dates for the fall semester. *Please forward the relevant information to your faculty.*

Independent Study Learning Contracts

After the learning contract has been approved, registration for an independent study course must be completed **no later than Monday, August 29, 2016 (the last day of “late registration”)**. Approved learning contracts should be archived in the unit for a minimum of four years.

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](#).

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 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.

Undergraduate Catalog

The University released a new online **University Catalog** for the 2016-2017 academic year: [catalog.unc.edu](#). The new online publication combines both the *Undergraduate Bulletin* (now called the Undergraduate Catalog) and the *Graduate Record* (now called the Graduate Catalog). The traditional printed 2016-2017 *Undergraduate Bulletin* was released in May as in the past. Please take a look at the new [catalog](#). As you will see, this new publication offers enhanced features and can be easily viewed on tablets and mobile devices. It is exciting to offer a more progressive online catalog to our campus community for the many purposes it serves.

The University Catalog also provides online editing and workflow functionality for making updates to the 2017-2018 edition. More information about training sessions and access for campus users will be distributed in fall 2016.

Course Syllabi and OSM

Please remind instructors that a syllabus must be provided to students no later than the first meeting of class. Syllabi must also be uploaded to the [Online Syllabus Management](#) (OSM) tool by the first day of classes. Graduate courses (700+) are now included in the OSM.

Notes Taken in Class or Labs

The University's [Copyright Policy](#) includes a clear prohibition against students making commercial use of notes taken in class or labs. Under this policy, students are not allowed to take notes in lecture classes for commercial or financial gain. Students found to have violated the Copyright Policy prohibition on commercializing notes are subject to Honor Court proceedings, especially if they have been provided with advance warning of this consequence. (This policy does not apply to students with learning disabilities who have assigned note takers.)

Thus, particularly in large lecture classes, faculty may wish to include a brief statement in their syllabi along these lines:

UNC's Copyright Policy clearly prohibits students from making commercial use of notes taken in class or labs; you may not sell or otherwise acquire financial or commercial gain from notes you take in this class. Students found to have violated this prohibition are in violation of the Honor Code and are subject to Honor Court proceedings.

Requirement for Written Assignments in General Education Courses

Courses meeting general education requirements must require at least 10 pages total of academic writing, not counting any in-class examinations. Syllabi should include length requirements for written assignments to demonstrate that courses meet this requirement.

Curriculum Proposal Deadline and Procedures

The October 15 submission deadline falls on a Saturday this year, so submissions will be **accepted through Monday, October 17, 2016**. This deadline applies to any course requests or curriculum proposals that you wish to implement with a fall 2017 effective date and see included in the 2017-2018 *Undergraduate Catalog*.

Course Requests

If you wish to add, revise, or inactivate courses, please submit your requests through Connect Carolina's Course Request Approval System (CRAS) by October 17, 2016. 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 to the Administrative Boards of the College of Arts and Sciences. Please send the following materials by email to Nick Siedentop (nick_siedentop@unc.edu):

- **Departmental memo** (on letterhead, signed by the chair), including a statement indicating the curricular reason(s) for the proposed changes.
- **Undergraduate Catalog/Bulletin text** with track-changes reflecting the requested changes. If you need a copy of your department's section of the current 2016-2017 *Undergraduate Bulletin* text, it will be posted to the [College's intranet](#) in September. Or you can request a copy by contacting Nick Siedentop at nick_siedentop@unc.edu.

For more information about the submission and approval process, please see the Office of Undergraduate Curricula's [website](#).

Final Exams

All undergraduate courses require a final assessment. For most courses, a traditional final examination must be given during the University-assigned exam period. The only exceptions to this are composition courses (ENGL 105/105I), courses approved with a non-traditional final, and first-year seminars. All other undergraduate courses are expected to incorporate a traditional examination. This requirement is predicated on the exam period counting toward the minimum contact hours for a course at the university and allows us to keep a 15-week semester.

The [final exam schedule for fall 2016](#) is now available. Instructors are not permitted to change their final exam window without special approval from the department chair, college dean, and University provost. Such exceptions are only granted in highly unusual circumstances.

Primary Instructor of Record

By census date (September 6, 2016), the primary instructor of record must be listed on your department's official course listing in Connect Carolina. "Staff," "No Primary Instructor," or blanks are not permitted; the actual instructor name must be listed.

If you have any questions or concerns, please feel welcome to email James Thompson (uthomp@email.unc.edu) or Nick Siedentop (nick_siedentop@unc.edu).

Our best wishes for a successful semester.