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: Syllabi; Learning Contracts; Curriculum Procedures and Deadlines; Catalog
DATE: Thursday, August 16, 2018

   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.***

Course Syllabi

   Please remind instructors that a syllabus must be provided to students <u>and</u> uploaded to the Online Syllabus Management (OSM) tool no later than the first day of classes (=Tuesday, August, 21, 2018).

All syllabi should include the following information:

- Course Identifiers
- Instructor Identifiers
- Target Audience
- Course Prerequisites (if any)
- Course Goals and Key Learning Objectives
- Course Requirements
- Dates
- Grades
- Course Policies
- Course Resources
- Honor Code
- Time Table/Class Schedule (including final examination date/time)
- Syllabus Changes

For more details, see Faculty Council Resolution 2012-11.

When creating the class schedule, please consider reserving time during the last week of classes for students to complete an online course evaluation. For more information about course evaluations, visit the OUC website.

As a reminder, **no graded quizzes or exams** (excluding in-class presentations) may be given **during the last five days of the semester** before the beginning of the final examination period. For more details, see the Final Examination Policy.

Courses meeting General Education requirements must require at least 10 pages total (3000 words) of academic writing (or the equivalent by virtue of intellectual labor expended), not counting any in-class examinations. Syllabi should include length requirements for written assignments to demonstrate that courses meet this requirement.

For a standard three-credit-hour course, the University has a required three-hour final examination period, which incorporates 180 minutes of instruction in each semester, in compliance with the federal definition of credit hours. Thus, **the University requires instructors to provide a full three hours of instruction for final assessment purposes** (e.g., written final examination, presentations, portfolio

review, performance, review and evaluation, or some combination of these assessments). It is up to the discretion of the instructor of record to determine the form, content, and function of the final examination period.

<u>Independent Study Learning Contracts (new extended deadline!)</u>

Academic units now have until the *second* week of classes (=Tuesday, September 4, 2018) to approve all learning contracts, schedule the corresponding class sections, and register their students. Approved learning contracts should be archived in the unit for a minimum of four years.

The College of Arts and Sciences is in the process of piloting a new online learning contract form with workflow. To learn more about this pilot, visit the [OUC website](#).

<u>Undergraduate Curriculum Proposal Deadline and Procedures</u>

Undergraduate curriculum changes are due on Monday, October 15, 2018. This deadline applies to any course requests or program proposals (majors, minors) that you wish to implement with a fall 2019 effective date and see included in the 2019-2020 *Undergraduate Catalog*.

Course Requests

To add, revise, or inactivate courses, submit requests using the new Curriculum Inventory Management (CIM) system. Faculty have access to submit course proposals in CIM through Faculty Center in Connect Carolina. Administrative staff have access to CIM using this [link](#).

Undergraduate Program Proposals (majors, minors)

Program changes in the College of Arts and Sciences, 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 text** with PDF mark-up reflecting the requested changes. To create a PDF of the current requirements, go to the program page in the 2018-2019 *[Undergraduate Catalog](#)*, select "Print Options" in the top right corner, and Download PDF of the page.
- If the revised requirements include adding courses from other departments/units, the proposal should include letters of support from the corresponding department chair(s).

The [OUC website](#) includes additional information about the submission process.

<u>University Catalog</u>

The editing cycle for the 2019-2020 catalog will begin on February 1, 2019 and close on March 15, 2019.

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.