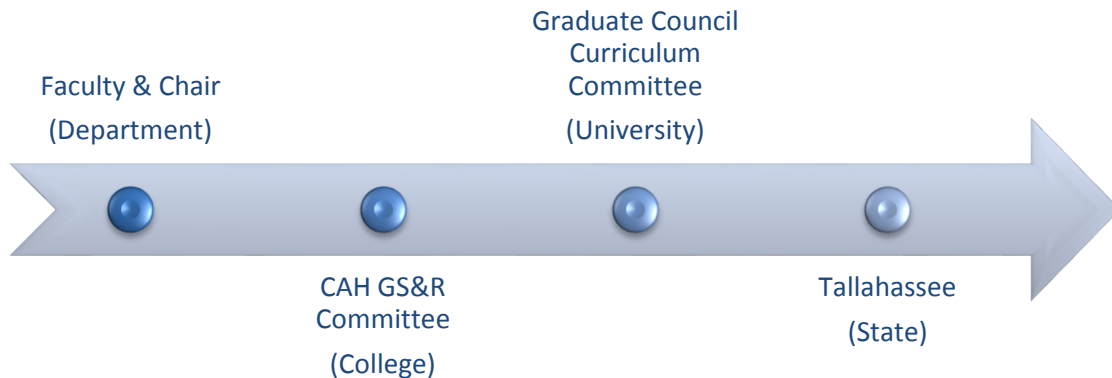


College of Arts & Humanities Graduate Curriculum Procedures 2016-17

THE PROCESS:



- Once the department has filled out the correct paperwork with the chair's signature, submit hard copy to Trisha Farmer at CAH and electronic copy to trisha.farmer@ucf.edu.
- Trisha will look over the paperwork and contact the department if more information is needed.
- Agendas and materials are sent to the GS&R committee a week in advance.
- After the committee meeting, if an item is approved, Trisha sends materials to the College of Graduate Studies, Graduate Council area. Materials may also be approved in UC².
- The Graduate Council, Curriculum Committee will review items and, if approved, send them to Tallahassee for final state approval.

The graduate curricular cycle typically begins in August and ends in early January. Although curricular changes can happen quickly, you should submit materials approximately one year before you plan to implement them; doing so will help you to meet other University & College deadlines (including those for the graduate catalog and/or course scheduling).

CHOOSING THE CORRECT FORMS:

All the forms you need are located at the UCF Graduate Council – Curriculum Committee website: <http://www.graduatecouncil.ucf.edu/Curriculum/Forms.aspx>
or

At the College of Arts and Humanities Graduate Support site:
<http://graduate.cah.ucf.edu/curriculum.php>

- *Course Action Requests (CARs)*: used for course revisions, deletions, or new-course proposals.
- *Special Topics (STs)*: used for courses that need a trial run to gauge student interest (before making them permanent). ST courses can be only be offered twice.
- *Equipment Fee Forms*: for equipment fees associated with a program; used for purchase, maintenance, & repair of equipment. All students in the program are charged the fee (currently \$90 maximum for full-time students; \$45 maximum for part-time students). The college deadline for these forms is typically in October.
- *Materials & Supplies (M&S)*: for fees associated with a specific course; used for items that are “expendable or consumable.” Currently, the fee limit is \$70. The college deadline for these forms is typically in October.

MAKING PROGRAM CHANGES:

Proposed program changes must have the *Program Recommendation Form – Revision Only* completed along with a marked up catalog copy of the changes.

You will need to send both electronic and hard copies of the following to CAH: Signed Program Recommendation Form and Word (.doc, or .docx) catalog changes. Marked-up catalog copies should be done in a Word (.doc or .docx) document with the use of track changes so the original and the proposed changes are present. You can copy the program information from the graduate catalog into a Word document to create the marked-up catalog copy.

The college deadline for submitting program change requests is typically in **Late October/early November**.

UPDATING CATALOG COPY:

Programs will be required to update their catalog copy (usually in the Spring). During this process, you should:

- Verify that your approved program changes have been made and are correctly displayed. Make changes if necessary.
- Review program information, department/program listings, faculty names
- When possible, verify that new courses are included in the course listings

Please note that this final review is *not* the time to make additional changes to your program.

HOW & WHERE TO SEND YOUR FORMS:

Save your electronic copies with the following file name formats; syllabi should be saved/sent in Word or Adobe (.doc, .docx. or .pdf):

For CARS, STs, M&S, Equipment Fee (EF), and Program Recommendation (PRF) forms:

- Form Submission Type_Prefix+Number_Course Title (include “syllabus” or “correspondence” as applicable). For example:
 - ST_MUL5937_LatinAm Music
 - ST_MUL5937_LatinAm Music_Correspondence
 - CAR_ENC6306_Persuasive Writing
 - CAR_ENC6306_Persuasive Writing _Syllabus
 - M&S_ART 5280C_Serial Content and Classic Form I
 - EF_THE5215_Global Theatre
 - PRF_SPN5502_Hispanic Culture of the United States_catalog changes

Send Electronic copies of your documents to: trisha.farmer@ucf.edu; hard copies to Trisha Farmer, CAH 190F.

COMMON ERRORS; OR, THINGS THAT SLOW DOWN THE PROCESS:

- Use the correct form; send both e-copies and hard copies of your documents.
- Make sure that you have the appropriate signatures on your documents and that you have checked the “approved” box at the department level.
- Potential conflicts with other units: be proactive. Discussions about possible overlap with other departments should happen *before* you submit your materials to CAH.
- Syllabi:
 - ALL CARs and STs must be accompanied by a syllabus, even on existing courses. UC² prompts us to enter syllabi each time a CAR/ST is entered into the system.
 - Syllabi must include the following: Texts/Readings, Course Objectives/Outcomes, and Topics (a course description).
- Check out our checklists: you do not have to submit these each time you send documents, but please use them to make sure that you have completed all the necessary steps.

HELPFUL LINKS:

- UCF Graduate Council – Curriculum Committee:
<http://www.graduatecouncil.ucf.edu/Curriculum/>
- Graduate Catalog: <http://www.graduatecatalog.ucf.edu/>
- CAH Graduate Support Curriculum site:
<http://graduate.cah.ucf.edu/curriculum.php>
- For information on CAH's Undergraduate Curriculum Processes:
<http://undergraduate.cah.ucf.edu/> or cahcurriculum@ucf.edu.