

Course Proposal Checklist
(for Proposers and Reviewers)

Course Details			
Course Prefix and Number:		Proposer Name:	
Course Title:		Proposer Email/Phone:	
College:		Date of Review:	

Basic Information	
1. Course prefix and number in Curriculum and syllabus match	☐ Yes ☐ No
2. Full title of the course in Curriculum and syllabus match	☐ Yes ☐ No
3. Course housed in academic/educational unit	☐ Yes ☐ No
4. Course is not an obvious duplication of another course already offered on campus ¹	☐ Yes ☐ No
5. Course description in syllabus contains <i>at least</i> what is provided in Curriculum (but may be more detailed)	☐ Yes ☐ No
6. Course description in Curriculum and syllabus match the description in the Schedule of classes (unless description is marked as changing)	☐ Yes ☐ No ☐ N/A
7. Course prerequisites are enforceable (if booking rules are included send a courtesy email to proposer letting them know that they will need to set these up as booking rules at the College level if they want them enforced) ²	☐ Yes ☐ No ☐ N/A
8. If included in syllabus, course prerequisites in Curriculum and syllabus match (syllabus is not required to include prerequisites)	☐ Yes ☐ No ☐ N/A
9. Course prerequisites in Curriculum matches the prerequisites in the Schedule of classes (unless prerequisites are marked as changing)	☐ Yes ☐ No ☐ N/A
10. Number of credit hours in Curriculum (whole numbers) and contact hours match ³	☐ Yes ☐ No
11. Meeting pattern in Curriculum and syllabus match ³	☐ Yes ☐ No
12. Repeatability, multiple registrations within a semester, and variable credit are correctly requested ⁴	☐ Yes ☐ No ☐ N/A
13. <i>[For course changes, only]</i> The series of checkboxes describing the types of changes matches the types of changes proposed elsewhere in the form	☐ Yes ☐ No ☐ N/A

Required Syllabus Elements	
1. Course title (that matches Curriculum and schedule of classes)	☐ Yes ☐ No
2. Course prefix, course number and section number	☐ Yes ☐ No
3. Course description (that matches the one entered in Curriculum)	☐ Yes ☐ No
4. Associated expenses other than required materials	☐ Yes ☐ No
5. Student learning outcomes (must be measurable)	☐ Yes ☐ No
6. List of activities, assignments, and exams, with descriptions and deadlines	☐ Yes ☐ No
7. Grading scale	☐ Yes ☐ No
8. For 400G and 500 level classes- explain different expectations for graduate and undergraduate students (including different grading scale)	☐ Yes ☐ No ☐ N/A
9. Posting of midterm grades (required for all undergraduate students)	☐ Yes ☐ No
10. Policies regarding the submission of late assignments ⁶	☐ Yes ☐ No
11. Assignments during prep week are permissible ⁷	☐ Yes ☐ No
12. Tentative course schedule, including the due dates for major assignments	☐ Yes ☐ No
13. URL/hyperlink to, or copy and paste of Academic Policy Statements (https://provost.uky.edu/instructor-resources)	☐ Yes ☐ No

Graduation Composition and Communication Requirement, if applicable	
1. GCCR form is completed and submitted with Curriculum	☐ Yes ☐ No
2. If course is offered from another unit, a letter of support (or MOU) from the unit offering the course is included	☐ Yes ☐ No ☐ N/A
3. Appropriateness of the composition and communication assignments for the major are adequately justified in the GCCR form	☐ Yes ☐ No
4. Includes at least one identified written assignment, if course is being used to meet the entirety of the GCCR requirement for a major	☐ Yes ☐ No ☐ N/A
5. Includes at least one identified oral or visual (students create a significant visual or electronic artifact) assignment, if the course is being used to meet the entirety of the GCCR requirement for a major	☐ Yes ☐ No ☐ N/A
6. Draft/feedback revision process is required for at least one required assignment, if the course is being used to meet the entirety of the GCCR requirement for a major	☐ Yes ☐ No ☐ N/A
7. Includes an assignment requiring demonstration of information literacy in the discipline, if the course is being used to meet the entirety of the GCCR requirement for a major	☐ Yes ☐ No ☐ N/A
8. All GCCR-related requirements are highlighted in the syllabus	☐ Yes ☐ No
9. Course syllabi specifies that the course meets either the full or partial GCCR requirements for the major	☐ Yes ☐ No

Core Requirements, if applicable		
1.	Section/instructor-specific course description is added below the course description if multiple sections/instructors expected to teach.	☐ Yes ☐ No
2.	UK Core Area to be designated is clearly stated in the syllabus.	☐ Yes ☐ No
3.	No prerequisite is required	☐ Yes ☐ No
4.	UK Core area student learning outcomes (SLOs) are included.	☐ Yes ☐ No
5.	Course specific SLOs align with UK Core area SLOs.	☐ Yes ☐ No
6.	Course SLOs reflect the level of the Core course.	☐ Yes ☐ No
7.	Assignment descriptions in the syllabus are sufficient to evaluate whether the course meets UK Core area SLOs.	☐ Yes ☐ No
8.	Assignments in the syllabus align with UK Core area SLOs.	☐ Yes ☐ No
9.	Narrative descriptions of examples in Curriculog show that the course contents align with UK Core area SLOs.	☐ Yes ☐ No
10.	Assignment(s) selected to be used for UK Core Assessment are sufficient to demonstrate that the course contributes to meeting the UK Core SLOs.	☐ Yes ☐ No
11.	Curriculog describes how the course will maintain its consistency as an UK Core course by the educational unit.	☐ Yes ☐ No
12.	The proposing instructor understands that the course will be assessed every other year. [evident from the signing the form]	☐ Yes ☐ No
13.	The proposing educational unit understand that it is their responsibility for maintaining the consistency of the course as an UK Core course.	☐ Yes ☐ No

Distance Learning, if applicable		
1.	Curriculum discusses/affirms timely interactions between students and the instructor	☐ Yes ☐ No
2.	Curriculum describes comparable experiences for DL and in-person students	☐ Yes ☐ No
3.	Curriculum describes methods to ensure integrity of student work	☐ Yes ☐ No
4.	Curriculum describes DL students' access to equivalent (in-person) services	☐ Yes ☐ No ☐ N/A
5.	Curriculum explains how course requirements ensure students use appropriate learning resources	☐ Yes ☐ No ☐ N/A
6.	Curriculum explains how DL students access laboratories, facilities, equipment, etc.	☐ Yes ☐ No ☐ N/A
7.	Curriculum describes how to resolve technical complaints and that process is described in the same way in the syllabus	☐ Yes ☐ No ☐ N/A
8.	Syllabus includes contact information for Information Technology Customer Service ⁹	☐ Yes ☐ No
9.	Syllabus includes contact information for Distance Learning Services ⁹	☐ Yes ☐ No
10.	Syllabus includes information for Distance Learning Library services ⁹	☐ Yes ☐ No
11.	If not using technology services provided by UK Online/ITS, Curriculum describes how services will be provided to DL students	☐ Yes ☐ No ☐ N/A

Reviewer Notes

Notes and Helpful information

¹To the best of your knowledge. If necessary, you can seek input from other members of Undergraduate Council to see if they are aware of any potential duplication

²Enforceable pre-requisites must meet one of the following criteria: 1) based on results from an exam or test that is collected and maintained by the University (ACT, etc), or 2) based on completion of a previous course, or 3) based on a student having achieved a certain grade in a previous course. Questions about prerequisites can be sent to the Office of the University Registrar (catalog@uky.edu). Restrictions based on student classification (freshman, junior, etc), or enrollment in a College/major/minor are considered booking rules and can be modified/enforced by a the Unit without the need to modify formal course prerequisites.

³Contact hours in Curriculum are based on number of weekly contact hours in a 16-week semester (ie. Spring or Fall semester) and the ratio of weekly contact hours to credit hour varies based on contact type (Note: 1 contact hour for in class meeting patterns is equivalent to 50 minutes):

Meeting type	Ratio of weekly contact hours to credit hours (assuming a 16 week semester)
Lecture	1:1
Laboratory	2 to 3:1
Clinical	3 to 4:1
Colloquium	1:1
Seminar	1:1
Studio	2:1
Recitation	1:1
Discussion	1:1
Independent Study	1:1
Practicum	3:1
Research	2-3:1

⁴Proposers who request repeatability also often want the course to allow multiple registrations within the same semester and may also have included a request for variable credit. Proposers often select variable credit and repeatability but forget to ask for multiple registrations within the same semester. If in doubt, confirm with the proposer as to whether or not they wish to allow multiple registrations within the same semester.

⁵Students with an excused absence have at least one week after they return to class to produce an excuse. The instructor **MUST** work with the student to allow the student to complete work (without penalty), ideally within the same semester.

⁶Permissible activities on Prep Days: oral/listening exams and lab practical exams **ONLY** if the course does not have a Final Examination (or equivalent final assignment; must be scheduled in the syllabus); regularly scheduled homework may be due (must be scheduled in syllabus); projects, papers and presentations **ONLY** if the course does not have a Final Examination (or equivalent final assignment; must be scheduled in the syllabus); due dates for make-up assignments, quizzes, exams (with agreement of affected students); distribution of take-home examinations that will be due during the scheduled examination period; and graded in class participation. Permissible activities on Reading Days: non-mandatory review sessions; and due dates for make-up assignments, quizzes, exams (with agreement of affected students)

Information related to distance learning courses:

Information Technology Customer Service Center:

- Web: <http://techhelpcenter.uky.edu/customerservices>
- For urgent matters: 859-218-HELP (4357)
- For non-urgent matters: [Customer Services Assistance Request form](#) or chat at techhelpcenter.uky.edu

Distance Learning Services:

- Email: distancelearning@uky.edu
- Phone: 859-257-3377

Information on Distance Learning library services:

- Carla Cantagallo, DL Librarian
- Web: <https://libraries.uky.edu/DLLS>
- Phone: 859 218-1240
- Email: carla@uky.edu
- Interlibrary Loan Service: <https://libraries.uky.edu/ILL>