Curricular Review Checklist for Academic Council

Academic Affairs recognizes that committees may have criteria that they choose to use in order to review curriculum documents. This checklist is not meant to replace established criteria, but rather enhance what may be used and offer some standardization of curriculum review at each level of the process across the institution. The questions and materials noted in this checklist should serve as supplemental items for consideration. Cases in which raters consistently answer “No” or “Partially” to items based on the content of the curriculum requests may be grounds for return to the Originator with feedback for editing and clarification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Council Curriculum Review** | | | | |
| **For consideration…** | **Yes** | **No** | **Partially** | **N/A** |
| 1. Is there evidence that this request contributes to the University mission? |  |  |  |  |
| 1. Is the request complete (with all attached documents available for review) and clear in presentation for the purposes of campus implementation? |  |  |  |  |
| 1. Does the request conform to University regulations? |  |  |  |  |
| 1. Would there be a duplication in offerings because of this request? |  |  |  |  |
| 1. Is there confirmation of sufficient consultation with other programs on campus to determine the impact on other departments? |  |  |  |  |