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Graduate Council (GC) Course Request Form (CRF) Checklist

The following checklist outlines the requirements of the syllabus for a CRF proposal submission as stated in the *Graduate Course Approval and CRF Process Policy.* As of March 2, 2018, all CRF proposals and associated documents are to be submitted in **Curriculog**; the new CRF management system. Curriculog can be accessed here: https://ucmerced.curriculog.com/.

It is the submitting faculty's responsibility to ensure details are complete and accurate. We expect, per policy, that any course request and syllabus will have undergone thorough review for consistency and completeness within the graduate group prior to submission for GC review.

Listed below are a number of key elements that every syllabus should contain before the course proposal is submitted for review. Please be sure to check for consistency between the required fields of Curriculog and the syllabus.

The syllabus is to be uploaded to Curriculog as an attachment.

Syllabus Requirements

- Course title
- Preliminary course number
- Contact information for the instructor (i.e., office, email, phone)
- The number of units earned the course (this must be consistent with the UC Merced credit hour policy as evinced by the description of the coursework in the syllabus)
- Prerequisites for the course, as appropriate
- Clearly articulated course description
- Clearly articulated course goals/objectives
- Clearly articulated course learning outcomes
- Clearly articulated program learning outcomes
- A statement connecting program learning outcomes with course learning outcomes[3]
- Clearly articulated class policies
- Academic integrity policy (For more information: http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/academic_honesty_-_800.pdf)
- Disability services information (http://disability.ucmerced.edu/node/3)
- Brief course schedule
- Description of the number and types of readings/assignments/assessments
- Clearly articulated assessment and grading policy

- Distance or Blended Courses must additionally include:
  - A completed Supplemental Questionnaire

[3] For more information regarding CLOs and PLOs, see the Graduate Guidelines for Course and Program Learning Outcomes.

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