

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

This checklist is provided as a complement to the *Checklist for graduate CRF submission* which can be found at the foot of the [Course Approval and CRF Policy](#). This GC-CRF checklist emphasizes details of the contents of several forms and the routing necessary before consideration by GC, deviations from which are among the most common reasons for return of CRFs to faculty.

It is the submitting faculty's responsibility to ensure details are complete and accurate. We expect, per policy, that any course request 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 CRF request should contain before being submitted for review.

CRF form ([Excel](#)):

- Complete all information requested in the worksheet; cross-check for consistency with other documents.

Syllabus (Word or PDF):

- Course title
- Preliminary course number
- The number of units earned in the course (this must be consistent with UC Merced [credit hour policy](#) as evinced by the description of coursework in the syllabus)
- The prerequisites for the course, as appropriate
- Clearly articulated course description
- Clearly articulated course goals/objectives<sup>1</sup>
- Clearly articulated course learning outcomes
- Clearly articulated program learning outcomes
- A statement connecting program learning outcomes with course learning outcomes
- Contact information for the instructor (i.e., office, email, phone)
- Clearly articulated class policies
- An academic integrity policy (<http://studentlife.ucmerced.edu/content/uc-conduct-standards> see item 702.01)
- Disability services information (<http://disability.ucmerced.edu/node/3>)
- Brief outline of course schedule
- Description of the number and types of reading/assignments/assessments
- Clearly articulated grading policy

Cover letter (Word or PDF):

- Statement differentiating course from other existing courses in the graduate curriculum
- Justification for conjoined courses if applicable (CRF “must have clearly differentiated and unique performance criteria, requirements and goals.”)
- Justification for the course in the graduate group subject area

Additional Required Attachments

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<sup>1</sup> For a description of the difference between goals and outcomes, see Appendix I of the [Graduate Guidelines for Program Learning Outcomes](#)

- Documentation that the syllabus has been reviewed for WSCUC requirements by the Campus Graduate Assessment Coordinator. We recommend the faculty contact the coordinator before the CRF is sent to the graduate group for approval.