Curriculum Standards
Graduate Council

GC Structure	Purpose, Functions, and Membership as outlined in the Mercer Faculty Handbook
Submitting Proposals	All submissions shall have the prior approval by the faculty of the appropriate Academic Unit(s)
Program Length	• Degree: minimum of 30 credit hours at the graduate or professional level. • Combined UG/GR or UG/PRF programs: minimum of 150 credit hours. • Combined GR/GR or GR/PRF programs: minimum of 60 credit hours. • Certificates: Minimum of 9 credit hours; certificates with fewer than 12 credits must include an experiential learning component; certificates with more than 18 credits must present a strong justification for the total number of hours
Program Content	Compatible with the mission of the University. Curriculum directly related and appropriate to the purpose and goals of the University, and the degree program.
Curricular Structure	Curriculum is structured to include knowledge of the literature and appropriate engagement in the research and/or practice of the discipline or profession.
Program Coherence	Curriculum is well organized and purposely arranged to ensure knowledge and/or skilled based progression in the discipline or profession. Evidence of a coherent program (all are not necessary): • Proposal includes a program plan laid out by years. • At least some specific courses are required, not just any with a certain prefix. • There is a required sequence of courses. Courses increase in complexity as the student moves through the sequence. • Some required courses are pre-requisite to other required courses. • Curriculum includes some courses that are clearly foundational, others more advanced, and still others function as advanced, culminating courses in which students integrate and/or apply knowledge. • Proposal includes a detailed curriculum map that shows in which courses the knowledge and/or skills of the learning outcomes are introduced, reinforced, expected to be mastered, and will be assessed.
Curricular Rigor	Where curriculum duplicates at multiple academic levels, demonstrate progressive rigor appropriate to the level. This includes courses cross-listed at the UG and GR level (400/500); syllabus for course at the higher level must include more rigorous expectations (higher performance criteria and/or additional, more sophisticated assignments), may also include course outcomes that can be distinguished from those in the lower-level course.
Accreditor/Professional Society/Licensing	Compatible with accrediting, professional association, or licensing requirements appropriate to the program.

Requirements	
Credit Hours (Courses)	Check to be sure credits assigned meet the minimum required as outlined by the Mercer University Credit Hour Policy; pay particular attention to credits assigned for labs, studios, variable credits, field-based experiences, clinical experiences. If credit hours are being changed, ask for a revised syllabus that is appropriate to the revised credit hours.
Course Numbers (Courses)	Fall within the proper level for the academic unit (see Mercer catalog): **School of Business** 500-599: First-level graduate courses 600-699: Graduate courses designed for graduate students only **School of Engineering** 500-599: First-level graduate courses 600-699: Advanced graduate courses normally for graduate students only **College of Education** 500-599: Post-baccalaureate initial certification only 600-699: Master of Arts in Teaching and Master of Education level classes 700-799: Education Specialist level classes 800-899: Doctoral level classes **School of Music** 500-599: Graduate level offerings in Applied and Ensemble Areas 600-699: Master of Music course offerings **College of Professional Advancement** 600-999: Master of Science and doctoral level classes **Georgia Baptist College of Nursing** 600-699: Master of Science level classes 700-799: Doctor of Nursing Practice classes 800-899 Doctor of Philosophy level classes **College of Pharmacy** 300-399: 1st Year Pharm.D. 400-499: 2nd Year Pharm.D. 500-599: 3rd Year Pharm.D. 600-699: 4th Year Pharm.D. 700-799 Master's Program 800-899: Ph.D. Program **College of Health Professions** 500-599: PA Program; 1st Year DPT; 1st Year MATr 600-699: PA Program; MPH Program; 2nd Year DPT; 2nd Year MATr 700-799: MPH Program; 3rd Year DPT; Doctor of Psychology 800-999 Doctor of Psychology **School of Medicine (excluding MD program)** 600-699: Graduate courses designed for graduate students only 700-799: Graduate level Research or Practicum courses 800-899 Ph.D. level courses **School of Theology** 500-999: Graduate Level courses **School of Law** 100-5999: Graduate and Professional Level For new courses, considered asking for an explanation of why the course

	was placed at the level it was.
	For changes to course-level, ask for explanation; expect to see a revised syllabus that clearly shows how the course will be taught at a lower or higher level than it was listed originally.
Micro-Credential Programs	Meet the minimum required as outlined by the Mercer University Academic Certificate Policy
Academic program coordination	Program coordinator has appropriate qualifications (ideally, a terminal degree in the discipline or a clearly related discipline); any other justification besides academic credentials (experience, coursework, scholarship) must be very strong. If professional licensure is required by a programmatic accreditor, that information should be included in qualifications.
Admission	Admission requirements are appropriate to the program and specialized accreditation standards.
Institutional Effectiveness of Programs	Include student learning outcomes, operational outcomes, and assessment plans.
Faculty	Review faculty roster for program to ensure that minimum standards are met for number of faculty with terminal degrees and faculty meet minimum credentialing requirements. • Graduate - terminal degree required in discipline or related discipline • Professional – professional doctoral degree or terminal degree in a related discipline; if programmatic accreditor requires professional licensure, that information must also be included • In rare circumstances, a justification for qualifications can be made based on appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, and/or relevant peer-reviewed publications.
Program Duplication	Compare with existing programs and list similar programs with which the proposed program might duplicate. (This information will be brought to the attention of the Provost.)