

Curriculum Standards
Undergraduate Council

UC Structure	Purpose, Functions, and Membership as outlined in the Mercer Faculty Handbook
Submitting Proposals	Protocol for Undergraduate Curricular Review
Program Length	<ul style="list-style-type: none"> • Degrees: Minimum of 120 credit hours • Majors: Minimum of 27 credit hours (including a program core, if relevant); minimum of 15 credit hours at the 300-400 level • Minors: Minimum of 15, maximum of 24 credit hours; minimum of 6 credit hours at the 300-400 level • 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 • Combined UG/GR of UG/PRF program: Minimum of 150 credit 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.
Program Coherence	<p>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):</p> <ul style="list-style-type: none"> • 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.
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)	<p>Fall within the proper level (see Mercer catalog):</p> <ul style="list-style-type: none"> • 001-099 Remedial (not applicable to degree requirements or graduation) • 100-199 Courses generally considered introductory in nature, including those carrying no prerequisites and those intended primarily for freshman-level students.

	<ul style="list-style-type: none"> • 200-399 Intermediate-level courses designed for students at the sophomore, junior, or senior levels. These are courses carrying prerequisites or requiring a level of sophistication not usually attained until after a student's first year of college. • 400-499 Advanced-level courses generally requiring senior status, including, but not limited to, such courses as seminars, senior independent or directed study, research, colloquia, etc. <p>For new courses, consider asking for an explanation of why the course was placed at the level it was.</p> <p>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.</p>
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.
Admission	Admissions requirements fall within the established parameters for the student population that the program will serve (i.e. traditional, post-traditional)
Institutional Effectiveness of Programs	Include student learning outcomes, operational outcomes, and assessment plans.
Faculty	<p>Review faculty roster for program (or for new courses) to ensure that faculty meet minimum credentialing requirements</p> <ul style="list-style-type: none"> • Undergraduate - terminal degree in discipline or related discipline preferred, but master's degree acceptable; if degree is not in discipline or related discipline, must have a post-baccalaureate degree in something and a minimum of 18 graduate credit hours in the discipline • In rare circumstances, a justification for qualifications can be made based on experience 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.)