

UNDERGRADUATE STUDIES

MEMORANDUM

October 14, 2017

TO: Undergraduate Curriculum Committee
FROM: Undergraduate Studies Curriculum Committee
SUBJECT: Assignment of Undergraduate Course Levels

At the October 11 Undergraduate Studies Curriculum Committee meeting, faculty developed a process for determining course levels. Because Undergraduate Studies does not offer degree programs and is not in a college, curriculum is reviewed by a division curriculum committee, using the following process.

1. Undergraduate Studies Curriculum Committee (UGST CC) reviews course levels for all new course proposals.
2. The instructor or Department Head presents the syllabus and, if applicable, explains the program associated with the course. Note: 6 of the 11 courses taught by Undergraduate Studies require participation in an Undergraduate Studies program. These programs are University Scholar, University Research Scholars, and Public Policy Internship Program.
3. UGST CC uses standards developed by the Center for Teaching Excellence to determine course level.