

Impact Statements

An External Impact Statement is required when other units are affected by a proposed curriculum change (per [University Regulations](#)): (V) Impact of the change both within and outside of the originating unit including resources, equipment, and supplies. (IV) Assurance that all affected parties have been notified of the proposed change along with a summary of any objectives from affected units. Please note that a change that impacts another unit is a major change, regardless of the change.

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1. Knowing when to request an Impact Statement

An External Impact Statement is required when other units are affected by a change to your course(s) or program(s). **How do you know whether your curriculum update impacts other units?**

- a. For *course updates*, you can see how your change might impact another unit by looking at the Course and Program Dependencies located under Impact of Change.

IMPACT OF CHANGE

Course Dependencies

1. AFS 490 Seminar in Africana Studies (in Prerequisites)

Use this information to select the impacted units (see External Impact section below).

Program Dependencies

9. Africana Studies B.A., Fall Semester (in Course List)

10. U.S. Multicultural Studies, History (in Course List)

11. Music B.M. – Jazz Studies Concentration, Fall Semester (in Course List)

- a. Once you know how your course(s)/program(s) are being used or referenced outside of your unit in the catalog, you can see the below scenarios to answer questions about how your change may impact other units. For some updates, it depends on each specific update.

When in doubt, reach out to your unit leader or dean for guidance or the potentially impacted unit... more sharing of information is never a bad idea!

- b. Below are some examples of scenarios (please note this list is not exhaustive) where an impact statement may be appropriate or required, based on the type of change you are making:

a. **Creating a New Course**

New courses do not typically impact other programs, but below are some possible situations to consider.

- i. **Is this course highly similar in content to another course offered at UNC from another unit, or is designed to replace a recommended/required course from another unit in your program(s)?** *If you think there may be overlapping content in your course, consult with your unit leader or dean on whether an impact statement or other information is needed.*
- ii. **Will this course require prerequisites, corequisites, or be mutually exclusive or equivalent to a course from another unit?** *An impact statement is required from the other unit.*
- iii. **Do you hope to propose this course be considered for inclusion in another program as a recommended, elective, or required course?** *No impact statement is required; however, this could be used to alert other units of a new course that may interest their students.*

b. **Revising a Course**

When making a course revision, an impact statement is required if you answer yes to any of the below questions.

- i. **Is this course included as a recommended* course, an elective, or a required course in another unit's program(s)?**
 1. *If the course is a recommended (but *not* required) LAC course in another unit's program, an impact statement may not be required unless you are changing course content significantly or removing the course from the LAC area it is listed in.
- ii. **Is this course listed as a prerequisite or corequisite to a course outside your unit?**
- iii. **Is this course mutually exclusive (for cross listing in scheduling) to a course outside your unit?**
- iv. **Is this course revising/adding/deleting prerequisites, corequisites, or mutually exclusive designation of another academic unit's course(s)?**

c. **Deactivating a Course**

When deactivating a course, an impact statement is required if you answer yes to any of the below questions.

- i. **Is this course included as a recommended* course, an elective, or a required course in another academic unit's program(s)?**
 1. *If the course is a recommended LAC course in another program, an impact statement *is required* because the program will need to delete the recommendation in the relevant LAC area on their program (for bachelor's degrees only).
- ii. **Does this course require prerequisites housed in another unit?**
- iii. **Is this course listed as a prerequisite, corequisite, or mutually exclusive to a course outside your unit?**

d. Creating a Program

When creating a new program, an impact statement is required if you answer yes to any of the below questions. *Note for NEW Academic Programs:* As part of the Academic Program Proposal Template, impact statements should be requested and submitted with the template (prior to submission of the form in the catalog/curriculum workflow). These should be uploaded to workflow New Program Form, but do not need to be re-requested in workflow.

i. Will this program include any recommended*, elective, or required courses from another unit?

1. *Note for the Liberal Arts Curriculum portion of undergraduate degrees: If you are *only recommending* a Liberal Arts Curriculum course within your program, an impact statement from that unit is not required. If you require a Liberal Arts Curriculum course from another unit, an impact statement is required.

ii. Will this program include any required courses that have prerequisites, corequisites, or are mutually exclusive to other course(s) outside your unit? (Note: if a course that is required includes any prerequisites/corequisites, those prerequisites/corequisites should also be listed in the program as required, so we do not have any “hidden” degree requirements).

e. Revising a Program

When revising a program, an impact statement is required if you answer yes to any of the below questions.

i. Are you adding/deleting courses from another unit in your program(s)?
ii. Are you making updates to the program that may impact enrollment (increase or decrease) in other programs’ courses being used (e.g., changing a course from a required course to just an elective, or vice versa)?

iii. Is this program related/tied to or recommended/required to accompany a program in another unit?

1. For example, cases like this could include double major recommendations (e.g., Business and Economics) or required/recommended minors (e.g., Chemistry-Forensics major and Anthropology or Criminology & Criminal Justice minor)? Or is this program tied to requirements of another program (e.g., changes to the “CLD Endorsement” may also require updates to the English Education BA - CLD emphasis)?

f. Deactivating a Program

When deactivating a program, an impact statement is required if you answer yes to any of the below questions.

i. Does this program include any recommended*, elective, or required courses from another unit?

1. *If the course is a recommended (but *not* required) LAC course from another unit, an impact statement *is not required*.

- ii. Does this program include any courses as required that have prerequisites, corequisites, or are mutually exclusive to another course outside your unit?
- iii. Is this program listed as a recommended/required program to accompany other programs, such as double major recommendations (e.g., Business and Economics), or required or recommended minors (e.g., Chemistry-Forensics major and the required Anthropology or Criminology & Criminal Justice minor)?

c. Getting an Impact Statement within the Curriculum Management System

- a. This option allows programs to gather impact statements directly in the workflow without needing to reach out to individual units to request an email or memo.
- b. Steps:
 - i. Select “Yes” under External Impact
 - ii. Select the Academic Unit(s) impacted that need to provide feedback.

External Impact

Does this course impact units outside of the home academic unit?

- Yes ☒
- No ☐

Academic Units Impacted

Select any/all additional programs that should submit an impact statement.

- | | |
|---|-------------------------------------|
| Accounting and Computer Information Systems | <input checked="" type="checkbox"/> |
| Aerospace Studies | <input type="checkbox"/> |
| Africana Studies | <input type="checkbox"/> |
| Anthropology | <input checked="" type="checkbox"/> |
| Applied Psychology and Counselor Education | <input type="checkbox"/> |

- iii. The form will route to the unit leaders in those area(s) during the workflow stage “Impacted Academic Unit” – this stage appears only when an impacted academic unit is selected and occurs immediately after curriculum submission.

d. Providing an Impact Statement in Curriculum Management System

- a. If you are the unit leader approver for your program, you will have to approve all curriculum in your area but may also receive curriculum from other units requesting an impact statement. The stage is “Impacted Unit,” and you should receive emails for these, or they may be found in your “My Items.”

The screenshot shows a web interface with a top navigation bar containing three buttons: 'ARCHIVED PROPOSALS', 'MY ITEMS' (highlighted in yellow), and 'CURRICULUM DASHBOARD'. Below this is a 'Workbox' section with a dropdown menu currently displaying 'Impacted Unit'.

- b. Once you open the form, you should see “Impacted Unit” as the stage.
- c. Steps:
 - i. First, Lock the form. This will allow you to add your comments or a document and will ensure no one else can edit at the same time (the form sends to all selected programs at once during this stage).

- ii. Second, review the proposal. You can click “Compare Versions” to see what changes were made, and/or review the submission.
- iii. Third, provide your comments. You can do this in two ways:
 - 1. Type or upload your statement under the “Department Impact Statements” section (under the department list).

Academic Unit Impact Statements

Impacted Unit Leader: Please type/or upload your impact statement here.

- 2. Add comments to the form in the Audit Trail. Do so by clicking “Add a comment” or add a comment when prompted during your submission (see next step).

- iv. Next, submit your review. Click the “Review Complete – Academic Unit Name” button in the left-hand side bar. You will be prompted to add a comment – you can leave it blank and just click OK or add your comment at this point.

Would you like to add a comment?

OK Cancel

- v. Finally, check if the proposal moved to Unit Leader Workflow State or if it is still in “Impacted Unit.” If it stayed in Impacted Unit, this means there are other academic units that still need to review. **If you still have the form locked (the bar will remain yellow instead of turning gray), please unlock it at this point so other unit leaders can review.**

Workflow State: Impacted Unit

[Print this form](#)

Save

NEW COURSE FORM



The proposal is locked by you. Only you can edit this proposal until it is explicitly unlocked or submitted for review.

Unlock