**CHECKLISTS FOR REVIEWING CURRICULUM**

Undergraduate Degree Program Checklist

* Is there a minimum of 180 total units for the degree? If units are greater than 180, did they increase from the current catalog?
* Are there 60 overall units of upper division coursework that are clearly defined, so students can meet this requirement for graduation?
* Is the minimum number of units required in the major specified (major units = total units of program less GE units and free elective units)?
  + BA: 36 units in major of which at least 18 units are at the 300-400 level
  + BS/BFA: 54 units in major, of which at least 27 units are at the 300-400 level
  + BArch/BLA: 68 units in major, of which at least 41 units are at 300-400 level
* Are there hidden prerequisites in the curriculum? For example, Course B is in the programs’ curriculum and has a prerequisite of Course A. Course A is not found in the curriculum as a requirement or an elective. Therefore Course A is a hidden prerequisite because the student has to take a course outside of the curriculum to meet the prerequisite for Course B.
* Have lower division courses that are [Transfer Selection Criteria](http://admissions.calpoly.edu/applicants/transfer/criteria.html) (TSC) for the major been added, removed, or changed? Contact Melissa Furlong, Director of Outreach and Recruitment (756-5817 or [mfurlong@calpoly.edu](mailto:mfurlong@calpoly.edu)) for assistance.
* If a course offered by another department has been added or removed, is a consultation memo from that department attached to the proposal?
* Is the required Senior Project capstone experience at least 1 unit and no more than 6 units?
* Does the curriculum take into account that no more than 16 units of internship and cooperative education may count towards the degree?

For more details and academic policy on undergraduate degree programs, refer to:

<http://www.academicprograms.calpoly.edu/content/academicpolicies/bacc-programs>

Concentration Checklist

* Is there a block of at least 5 designated courses from one or more lists of designated courses or course areas?
* Is the number of concentration units 50% or less of the total major units?
* Is the same course listed in all of the concentrations for a major? If so, the course should be moved to the major.
* Are there hidden prerequisites in the curriculum? For example, Course B is in the programs’ curriculum and has a prerequisite of Course A. Course A is not found in the curriculum as a requirement or an elective. Therefore Course A is a hidden prerequisite because the student has to take a course outside of the curriculum to meet the prerequisite for Course B.
* For a new concentration, are supporting documents attached to the proposal (e.g. student surveys, employer letters) to establish need or interest?
* Has the appropriate consultation with other departments taken place and been documented in memos attached to the proposal (e.g. a course offered by another department has been added or removed)?

For more details and academic policy on concentrations, refer to: <http://www.academicprograms.calpoly.edu/content/academicpolicies/Policies-Undergrad/Concentrations>

Minor Checklist

* Definition: A minor is defined as a coherent group of courses which stands alone and provides a student with broad knowledge of and competency in an area outside the student’s major.\*
* \*Are there any majors they may not take the minor? If so, the majors need to be specified in the “Program Description for the Catalog” field of the minor proposal, e.g. “Minor is not open to XXX majors.”
* Does the minor consist of 24 – 30 total units?
* Are at least half of the units from upper-division courses (300 or 400 level)?
* For a new minor, has supporting documents been attached to the proposal (e.g. student surveys, employer letters) to establish need or interest?
* Has the appropriate consultation with other departments taken place and been documented in memos attached to the proposal (e.g. a course offered by another department has been added or removed)?
* In the Curriculum Management system, “Minor” is to be appended to the minor’s name/title. Examples are Accounting Minor, French Minor, and Mathematics Minor.

For more details and academic policy on minors, refer to:

<http://www.academicprograms.calpoly.edu/content/academicpolicies/Policies-Undergrad/Minors>

Graduate Degree Program Checklist

* Does the program have at least 45 units of approved graduate work?
* Are at least 60% of the units of coursework at the 500-level?
  + Certain 400-level courses may be completed by the graduate student as part of the degree program when this is consistent with university requirements, departmental master’s degree specifications, and the candidate’s formal plan of study.
  + Only 500-level and 400-level courses are allowed in the approved graduate plan of study.
* Does the program include a required culminating experience?
  + Culminating experience is the successful completion of a thesis, project or comprehensive examination.
  + Not more than 9 units shall be awarded for a thesis or project.
* Does the curriculum take into account that no more than 9 units of internship and cooperative education may count towards the degree?
* Does the specialization share a common core requirement of at least 3 courses with the graduate degree program?
  + Specializations are defined as an aggregate of courses within a graduate degree program designed to give a student specialized knowledge, competence or skill.
  + A specialization must be related to an approved graduate degree program by a common core requirement of at least 3 courses (CSU Executive Order 283).
* For a new specialization, has supporting documents been attached to the proposal (e.g. student surveys, employer letters) to establish need or interest?
* Has the appropriate consultation with other departments taken place and been documented in memos attached to the proposal (e.g. a course offered by another department has been added or removed)?

For more details and academic policy on master’s degree programs, refer to:

<http://www.academicprograms.calpoly.edu/content/academicpolicies/masters-requirements>