

CHECKLISTS FOR REVIEWING CURRICULUM – SEMESTER CONVERSION

Undergraduate Degree Program Checklist

- ☐ Is there a minimum of 120 total units for the degree? If units are greater than 120, did they increase from the current catalog? Was justification provided to Academic Programs and Planning for programs that exceed 120 units?
- ☐ Are there 40 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: 24 units in major of which at least 10 are at the 1100-2200 level and 12 units are at the 3300-4400 level
 - BS/BFA: 36 units in major, of which at least 10 are at the 1100-2200 level 18 units are at the 3300-4400 level
 - BArch/BLA: 45 units in major, of which at least 10 are at the 1100-2200 level 27 units are at 3300-4400 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](#) (TSC) for the major been added, removed, or changed? Contact Melissa Furlong, Director of Outreach and Recruitment (756-5817 or 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 2 semester units and can be completed within two semesters?
- ☐ Does the curriculum take into account that no more than 11 units of internship and cooperative education may count towards the degree?
- ☐ Is there a course-to-PLO mapping in the proposal?

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 at least 12 units of courses to select from one or more lists of designated courses or course areas?
- ☐ Is the number of concentration units less than 50% of the total program units (program units = major courses plus support courses (if applicable))?
- ☐ 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?
- ☐ Is there a course-to-PLO mapping in the concentration proposal?
- ☐ 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 15 – 24 total units?
- ☐ Are at least half of the units from upper-division courses (3300 or 4400 level)?
- ☐ Does the minor contain at least 6 units of coursework that will develop foundational competencies in the discipline that all students in the minor should achieve?
- ☐ Is there a course-to-PLO mapping in the minor proposal?
- ☐ 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 30 units of approved graduate work?
- ☐ Are at least 60% of the units of coursework at the 5500-level?
 - Certain 4400-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 5500-level and 4400-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 6 units shall be awarded for a thesis or project.
- ☐ Does the curriculum take into account that no more than 6 units of internship and cooperative education may count towards the degree?
- ☐ Does the specialization share a common core requirement that is more than 50% of the major curriculum 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 more than 50% of the major curriculum (CSU Executive Order 1071).
- ☐ For a new specialization, has supporting documents been attached to the proposal (e.g. student surveys, employer letters) to establish need or interest?
- ☐ Is there a course-to-PLO mapping in the proposal?
- ☐ 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>

General Checklist Questions

- ☐ If the package is a program and is new, has the proposal been discussed and vetted with Academic Programs and Planning?
- ☐ If the package is a program, concentration, or minor, does it have a flowchart that clearly indicates the required, elective, and double counted courses?
- ☐ If the package is a program, concentration, or minor, does it have a Two Year Schedule that specifies when each course will be offered?
- ☐ If the package is a program, concentration, or minor, does it have a Road Map that outlines a path to degree in four years?
- ☐ Does the structure of the package allow for multiple offerings of all courses on a regular basis?
- ☐ Does the structure of the combined curricular packages avoid bottleneck situations?
- ☐ Does the package take advantage of courses offered by other departments to avoid duplication of efforts?
- ☐ Has the department reviewed other departments' draft academic program proposals to ensure that courses in the program offered outside of the department will be offered on a regular basis?
- ☐ If the department offers GE courses, are GE courses that are 4 or more units justified (for all majors that might take those courses)?

Resource Questions for Deans

- ☐ Is there faculty (including lecturers) available in appropriate specializations to allow for each of the courses to be taught on a regular schedule?
- ☐ Does the department have the necessary resources to offer all of the proposed curricular packages?