**New Course/Course Modification checklist**

College curriculum committees and college deans should ensure that new course proposals or proposals to modify existing courses submitted to Modern Campus Curriculum are complete with correct information before they are forwarded to university level committees. To support the work of the colleges, the Office of Curriculum, Assessment, and Accreditation has created the following checklist. College committees, or college deans, should attach this form with each new course proposal or proposal for a course modification as an indication that each element has been reviewed and approved by the college as appropriate to the proposal. Please note that not all elements will exist within each proposal. For elements that do not apply, please just state N/A. For modifications, the proposers should only evaluate those elements being changed and should put N/A in all other fields.

|  |  |
| --- | --- |
| Evaluation item | College curriculum committees/Dean |
| If a course required for the major, does the course have indications of which DLOs it supports? |  |
| Ensure that if the course is requesting a cultural diversity designation, it is an upper division course. |  |
| Is the course repeatable for additional credit and has that been specified? |  |
| Have the maximum number of units for repeatable included and specified? |  |
| Does the course add to impaction criteria? If yes, has the impaction process been followed? |  |
| Does the course add requirements to the degree that it goes over appropriate units for degree? If it does, the course cannot go forward (as new or with changes) without adjustments to the program. |  |
| Has a program modification been submitted? |  |
| Are prerequisites included? |  |
| If the course uses prerequisites from other colleges, are there letters of support from those units? |  |
| Are grading requirements included? |  |
| Syllabi uploaded? |  |
| Participation component of syllabi (if it exists) has a clearly defined rubric for grading? |  |
| Is the name of course appropriate? |  |
| If the name of the course implies the course is interdisciplinary, are there letters of support from other units? |  |
| Has the modality been defined? |  |
| If GE, have GE questions been submitted? |  |
| If a new designation is requested, has information pertaining to new designation been submitted? |  |
| If course is changing prerequisites, is the language around prerequisites enforceable by my.sdsu? |  |
| Does the syllabus include a link to SDSU Student Academic Success Handbook, procedure to accommodate students with disabilities with SDS, and AI Syllabus Statement? |  |
| Is the course change appropriately noted as a substantial or minor modification? |  |
| Courses that are minor modifications – with no other requested changes – have used the minor modification form? |  |
| Courses with minor modifications AND substantial modifications have used the substantial modification form? |  |
| Are the correct course components selected? |  |