**Program Modification checklist**

College curriculum committees and college deans should ensure that program modifications submitted to Modern Campus Curriculum are complete with correct information before proposals 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 program modification proposal as an indication that each element has been reviewed and approved by the college as appropriate to the proposal.

|  |  |
| --- | --- |
| **Evaluation item** | **College curriculum committees/Dean** |
| Graduate program modifications have been submitted on the graduate program modification form. |  |
| Undergraduate program modifications have been submitted on the undergraduate program modification form. |  |
| Modifications do not involve impaction criteria or preparation for the major? If they do, the modifications cannot continue until impaction criteria have been approved. |  |
| Modifications do not increase number of units of total degree past Title 5 limits? |  |
| Changes to degree name do not require letters of support from other colleges. |  |
| Curriculum schema updated to include modifications?  |  |
| Number of degree units are accurate? Premajor, major, capstone, etc add up to total units? |  |
| Updated roadmap proposal submitted in Modern Campus Curriculum to include proposed modifications? |  |
| Are there any hidden prerequisites? |  |
| Courses are sequenced so that prerequisite courses are before others in curriculum scheme? |  |
| Criteria for admissions is clearly explained to students? |  |
| Is the rationale updated to include reason for modality change or addition?  |  |
| If the program is mirrored at IV or Global, do the appropriate contacts know about the change?  |  |
| If a program modification relies on classes from other units, is there a letter of support from those other units? If not, the originator should clearly explain why not. |  |