Program Checklist (certificates, minors, majors (secondary as well), options, new degree programs, etc.)

☐ Projected term offered date (will the proposal meet the deadline for the term?)
☐ Rationale/need for program – is it sufficient?
☐ New courses? These need to be approved prior to or along with the curriculum.
☐ Impact on other colleges, if applicable (have these colleges/depts. been contacted? A response is not required but preferable.)
☐ CIP code (if not included, they need to contact Office of Reporting and Analytics)
☐ Assessment/SLOs
☐ Outline of core courses, electives, etc.
☐ Number of credit hours needed to complete program. Needs to be listed. Also, if this is a change to a curriculum, do the credit hours total up accurately in either the sections or semesters to meet the overall total?

New Degree Program (in addition to the above)

☐ Have the library and other affected offices been notified of what will be needed from them?
☐ Are all courses in place for the program?
☐ Is the new program form completed, as required by the Board?
☐ _____
☐ _____
☐ _____

GENERAL question – if a proposal is expedited, does it meet the criteria?

Course Checklist

☐ Prefix, number, and title
  ○ If there is a change, does this affect other units?
☐ Credit hours – do these seem to make sense?
☐ Course description – too short or long? Any grammar or spelling errors?
☐ Requisites for course – do these make sense, etc.? For example, if they are proposing Biology II, is Biology I a pre-req?
☐ Projected term offered date (will the proposal meet the deadline for the term?)
☐ Rationale
☐ If there is a K-State 8 Tag, is the rationale sufficient. Are there enough credit hours to meet the criteria? One credit hour courses may not have two tags.
☐ Impact on other colleges?
☐ Other….

Other Proposals (For example: from CAPP)

☐ What is being requested of Academic Affairs? Approval, endorsement, informational item, etc.?
☐ If a change, where is original language from? University Handbook, other policy, etc.?
☐ What will be the effective date if it is a new policy or change to a policy?
☐ How will information be distributed?
☐ Who will be impacted?
☐ Who has been involved in the process?
☐ _____
☐ _____