

AVOID THESE COMMON CURRICULUM PROPOSAL ERRORS

MISSING RELATED PROPOSALS

If a change affects another course or program, submit all related proposals into workflow. This includes prerequisite/corequisite changes, changes affecting the Suggested Course Plan (SCP), and inactivation of courses listed in a program.

TIP - Check the ecosystem at the top!

NOT LISTING ALL CHANGES

List all proposed changes and provide a clear justification for each.

WRITE JUSTIFICATIONS IN THIRD PERSON; AVOID FIRST-PERSON LANGUAGE.

QUESTIONS? ASK YOUR DEPARTMENT REPRESENTATIVE, COMMITTEE CHAIR, OR REG OFFICE CURRICULUM TEAM, WE'RE HERE TO HELP!

INCOMPLETE OR UNCLEAR JUSTIFICATION

Explain what is changing, why the change is needed, and how it affects the course, program, or students.

Avoid vague statements that do not explain the reason for the change.

PREREQUISITE CHANGES AFFECTING OTHER COURSES OR THE SUGGESTED COURSE PLAN

When changing a prerequisite or Typical Semester Offered, check whether the change affects other courses or the Suggested Course Plan (SCP). Submit related proposals as needed.

INCOMPLETE COREQUISITE CHANGES

When changing a corequisite, update all courses connected by that corequisite relationship.

MISSING DISCUSSION DETAILS

Include all parties involved, the month and year of the discussion, and the outcome (e.g., all parties approved).

Make sure to include that the department head was part of the conversation.

COURSE OFFERING DOESN'T MATCH THE SUGGESTED COURSE PLAN

When changing the Typical Semester Offered for a course, or when changing the SCP, verify that the Suggested Course Plan reflects when the course will actually be available.

MISMATCHED CREDIT HOURS

Double check the course credit hours in ALL places on the program to ensure the credits are correct. AND all of the sections add up to the total number of credits in the program.

Everywhere credit numbers are listed, **DOUBLE CHECK!**