Course Submission Checklist

Updated in Fall 2023

NDSU College Committees should use this checklist before approving proposals for new or revised courses.

The information on this document refers to the UCC section in the Faculty Senate section of the NDSU website, found here: [University Curriculum Committee | Faculty Senate | NDSU](https://www.ndsu.edu/facultysenate/committees_1/ucc/). It also refers to the official university syllabus policy 331.1, found here: [331.1 (ndsu.edu)](https://www.ndsu.edu/fileadmin/policy/331_1.pdf). The following checklist is a reminder list only.

* All changes and new course submissions to Course Leaf need to be accompanied by a syllabus for the course.
	+ A syllabus is required even if there is no change to the syllabus from the previous version. This helps ensure syllabi are updated to include any new or changed protocols since the previous approval.
	+ The syllabus should be a prospective syllabus and include any changes being considered. For example, if a submission includes a change to the pre-requisites for the course, the attached syllabus should reflect the new pre-requisites.
* Check to be sure the syllabus contains the following information (subject to change, current list can be found at link above, the \* denotes syllabus items for which there is specific language in the policy.)
	+ Course prefix, catalog number, credits, and title
	+ Instructor and contact information
	+ Bulletin description
	+ Course objectives
	+ Evaluation procedures and criteria
	+ Attendance policy (if attendance is a component of course grade)
	+ Course schedule/outline/calendar of events
	+ Student resources
	+ Americans with Disabilities Act statement \*
	+ FERPA Statement \*
	+ Approved academic honesty statement \*
* Enter Bulletin description, matching the course description on the syllabus exactly.
* Enter course requisites.
* Provide thorough answers to the questions regarding the justification for course change:
	+ 1. What need does this course fill for the Academic Unit and NDSU mission and strategic plan?
	2. What data was used to determine the demand for this course?
* Provide thorough answers to the role of the course in the curricula.
	+ 1. Are you proposing this for general education?
	+ 2. What programs will utilize this course?
	+ 3. Is this course replacing a current course in any of the programs listed above?
	+ 4. Please explain the justification for any increase in program credit hours by adding this course (if no increase, state N/A)
* Consideration of course overlap.
	+ What other NDSU courses cover similar course content?
	+ If one or more similar courses exist, why is this course overlap necessary?
	+ Obtain and attach letters of support from other departments and/or colleges when the subject matter has subject overlap in another area.
* List the course learning objectives.
* Policy 331.1 includes the following statement with regard to 400/600 dual courses:
	+ “For courses offered for both undergraduate and graduate credit, course objectives should be written to clearly define the increased expectations for graduate students in these courses”
	+ In order to meet this directive, the 600-level course needs to have at least one additional learning objective above and beyond the learning objectives for the 400-level course
	+ The 600-level course needs to include additional graduate-level work that results in a substantive change in the grading scheme for the course
* Grading scales on syllabi should not include gaps that are unclear.
	+ For example, a scale which lists an A as 90% - 100% and a B as 80% - 89% leaves a gap that a grade could easily fall between.
	+ A more concise scale would be an A is >= 90%, a B is >= 80% and < 90%.
	+ A scale which lists an A as 90.00% - 100.00% and a B as 80.00% - 89.99% is deemed sufficient, as a grade is unlikely to fall between that gap.