

Course Submission Checklist

Faculty should use this checklist when submitting a course change proposal or new course proposal in CourseLeaf. NDSU College Curriculum Committees should use this checklist before approving proposals for new or revised courses. The information in this document refers to the UCC section in the Faculty Senate section of the NDSU website, found here: [University Curriculum Committee | Faculty Senate | NDSU](#). It also refers to the official university syllabus policy: [Policy 331.1](#). The following checklist provides guidance but is superseded by Policy 331.1.

1 - Syllabus

- All course changes and new course submissions to CourseLeaf 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 ensure the syllabus contains the following information:
 - Course prefix, catalog number, credits, and title
 - Instructor and contact information
 - Catalog description
 - Course learning objectives or outcomes
 - 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 *

* **Must use exact, current language from [Policy 331.1](#)**

- [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 (89% - 90%).
 - A more concise scale is:

A	$\geq 90\%$
B	80 to < 90%
C	70 to < 80%
D	60 to < 70%
F	< 60%

2 - In CourseLeaf

- Enter course description, matching the course description on the syllabus exactly.
- Enter course requisites.
- Provide thorough answers to the questions regarding the justification for course change:
 - What need does this course fill for the Academic Unit and NDSU mission and strategic plan?
 - What data was used to determine the demand for this course?
- Provide thorough answers to the role of the course in the curricula.
 - Are you proposing this for general education?
 - What programs will utilize this course?
 - Is this course replacing a current course in any of the programs listed above?
 - 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.
 - At minimum, a course catalog search has been conducted to determine if NDSU offers a substantially similar course. Yes/No
 - Have substantially similar courses been identified? Yes/No
 - i. If yes:
 1. List the courses here (prefix, number, title, dept)
 2. Provide letter(s) of support for the new course from the relevant units (dept/college).
 3. Provide justification for the new course, including how this new course differs in focus, level, or audience, and why it is needed despite the existence of similar course offerings.
- For new courses:
 - List the course learning objectives.
 - Ensure course learning objectives align with program learning objectives.
- For new courses or course changes that impact multiple units (e.g., departments, schools, colleges), obtain letter(s) of support from the impacted units
- Attach the course syllabus.