

## **Appendix B. Curriculum**

- List the total number of credits required for the degree or major.
  - List required courses by catalog number, title and credit.
  - List elective courses by catalog number, title and credits, which can be used to satisfy requirements for the degree or major.
  - Provide the number of required credits to complete the major or degree and the number of credits that may be transferred to Chapman from other institutions and how transferability will be determined. [WASC]
- Provide updated course syllabi for all required courses in the proposed degree or major (syllabi should be contained together in a separate digital file folder). Syllabi should be adapted to the modality of the course, and appropriate to the level of the degree. Online courses must include information about the learning management system and expectations for students participating in the online modality, netiquette, and other considerations specific to the modality. If possible, include draft syllabi for proposed new courses.
- Identify any new courses that are needed in the first year of the major or after the first year.
  - New courses should be identified, and information provided, including catalog description and course objectives.
  - Identify any existing courses that will be substantively revised for the proposed new degree or major, together with a description of these revisions.
- If the degree program is interdisciplinary, provide following:
  - A description of a capstone project or other significant learning experiences that integrates the curriculum across programs/departments and academic units.
  - A description of unifying seminars or courses that facilitate and encourage cross-curricular learning.
  - A description of teaching loads and credits for interdisciplinary courses, including where credits are distributed with respect to academic units and programs/departments.
- Provide a summary of the curriculum offerings, including a course schedule by term, year and course instructor. If courses from another program are used in the degree offerings, provide evidence that the appropriate program chair/director has been consulted and agreed to the inclusion of that course or courses in the new degree.
- Provide a catalog listing in the format that is to be used in the academic catalog. If there is any question of the required format, please contact the Vice Provost for Graduate or Undergraduate Education.
- Provide a study plan for students that demonstrates which courses (required and elective) should or could be taken in the proposed degree that demonstrates a student's ability to progress through the proposed curriculum in the expected period of time needed to complete the degree. For undergraduate students, this would be a sample 4-year plan. For graduate students, this would be provided in a timeframe appropriate to complete the requirements.
- Describe the impact if any, of the proposed new degree program on any existing degree programs (e.g., will faculty or other resources be shifted from an existing program to the new program or will enrollments of an existing program be affected?)

- For undergraduate degrees only, describe the information literacy competencies expected of graduates and how they will be evaluated. [WASC]
- Describe any internship or residency requirement and monitoring procedures, if an internship or residency is required. [WASC]
- [Memo from the](#) Vice Provost for Institutional Effectiveness, Faculty Affairs and Accreditation Liaison Officer, and/or the Director of Accreditation & Assessment regarding accreditation and assessment verifying that consultation occurred on WASC substantive change and design of assessment processes.