

CIM Program of Study (POS) Quality Review

Curricular issues

- Are course titles, course codes, course numbers, and credits correct for every course?
- Is each change that was made to the POS addressed in the 'Justification for Request' field? ([Good example](#))
- Do credit totals add up correctly?
 - Are credit ranges accounted for in yearly totals? If appropriate, do credit ranges 'offset' each other? Contact [C&C Unit](#) for assistance with manually adjusting/hard coding credit totals.
- Are there 'hidden prerequisites,' i.e. a required prerequisite of a required course that is NOT included in POS? A prerequisite of a required course should not be an optional course in a 'select from' list.
 - Minors and Interdisciplinary Minors all include a standard statement that, "Additional coursework may be required due to prerequisites."
- Have all 'affected departments' been included in the CIM workflow?
- Are any experimental courses listed on POS? If so, remove them and replace with proposed permanent course number (course proposal must be approved in CIM prior to program review by UCC).
- Does information in the footnotes contradict information in POS?
- If new program or title change proposal, is the program title unique from existing programs?

Formatting issues

- Are courses/requirements listed alphanumerically on POS? Requirements should be listed in the following order:
 - Specific required courses
 - 'Select from' elective lists
 - 'Course List' requirements that refer to separate elective list below POS
 - AUCC requirements
 - Electives
- Dual-listed courses → both dual-listed course should always be listed on POS
- Electives list text should follow standard catalog language – examples below
 - Select one course from the following:
 - Select 6 credits from the following:
 - Select one group from the following:
 - Group A
 - Group B
- Are footnotes listed in the correct order? These can be tricky – contact [C&C Unit](#) for assistance if needed.
- Are there any 'red boxes' around course credits on the POS? If credits have changed, they will need to be updated manually on POS.
- For electives lists with courses with different credits, has the possible credit range been accounted for?
- Does the 'Program Available to Students' term match the effective term listed in the 'Program Requirements' field above the POS?
- Are all requirements listed in ONE program table (with exception of 'Course Lists')? Separate requirement categories should be denoted with 'Area Headers' within the program table rather than in a separate table. Contact [C&C Unit](#) for assistance.

Specific to Undergraduate degrees:

- Are all AUCC requirements are included and denoted in both the POS and MCM?
- Are at least 42 credits upper-division (300- to 400-level) coursework?
- Do the number of total credits add up to exactly 120? Programs with specific approval from CDHE for 121+ credits may differ.
- Are upper-division courses listed in the first two years? These should be limited if possible to reduce issues for transfer students.

****Every change made to the Program of Study (POS) must also be made to the Major Completion Map (MCM)****

Major Completion Map (MCM):

- MCM aligns with the most recently UCC approved program of study
 - Example: Freshman courses in POS are only in semesters 1 (Fall) and 2 (Spring) in MCM
 - Totals for years in POS align with respective terms in MCM
- 'Critical' and 'recommended' flags are listed in the appropriate term for the minimum time to degree completion, e.g. critical courses, GPA requirements, accreditation requirements, internship requirements, etc.
 - 'Critical' flag designates that the course(s) needs to be taken 'this term' – if not taken, the minimal time to degree is compromised
 - Typically needed for odd/even year offerings
 - Should be used for ALL Fall-only courses listed in senior semester 7
 - Should be used for all courses listed in final term
 - 'Recommended' flag designates the course/requirement is recommended to be taken 'this term' to reduce need for larger credit load(s) in subsequent terms
- AUCC 1A & 1B are flagged as 'critical' in semester 2 (if not listed prior) for every program of study
- Courses listed in a specified semester are in reality offered that semester, i.e. do not list CLAS 300 in a fall semester if it is offered in spring only.
 - If the offering term/year in practice does not match the course information in CIM, a course change proposal should be submitted in CIM.

Specific to Graduate Programs:

- Doctoral degrees:**
 - Are dissertation credits listed? Is there a specific min/max # of credits required of dissertation?
 - If credits may be accepted from a master's degree, is this accounted for on the POS?
- Master's degrees:**
 - **Plan A:** Are thesis credits listed? Is there a specific min/max # of credits required of thesis?
 - **Plan B:** Are credits/requirement listed for a scholarly paper, exam, portfolio, or similar project?