New Credential Program — Checklist

This checklist contains all required questions for the New Credential Program proposal in Curriculog.

Area	✓	Questions / Explanation	Notes
A		A1 - *select "program" to import the program curriculum to the form. "Share Core" is a set of courses that are shared among several programs across departments. Our campus don't use the "Share Core" feature.*	
		A2 – *straight forward question. Select one, and check out the criteria check List from the tool box (Area I).*	
		A3 – *select the owner division of the existing program.*	
		A4 – *the proposal form is term specific. New forms are used for each new curriculum cycle. Therefore, expired proposals will be removed and re-submission is required for new cycle.* ** • *Save all the answers and launch the proposal after you complete Area A.* • ***Do Not*** *alter any other areas before launching the proposal. If case any populated data are altered before launching, tracking on changes are messed up. In such incidence, please re-start a new proposal on a new form AND cancel the ruined proposal.*	
B		B1 – refer to the help text and follow the program naming convention.	
		B2 a /b – *select one from each group. The answers are coded: i.e. if A is selected in B2a, B2b will be an answer among A1 – A5; if C is selected in B2a, B2b will be one among C1-C3 accordingly.* *If you are proposing a new category or sub-category, indicate so in G1 and J3*	
		B3 – *look up the reference table from Area I (the tool box)*	
		B4 – *read the help text below the field.*	
C		C1 – ***if this is a joint program****, refer to the help text: explain the extent of the collaboration. Describe the resources available from each partner and how those resources will be allocated to support the program. Describe how the program will be administered and which institution(s) will award the certificate. Include all documents such as contracts, Memorandums of Understanding (MOU) and articulation agreements that demonstrate support for the collaboration. Please list contributions from partner(s) and allocation of resources from partner(s) in this field.* ***If this is not a joint program****, indicate so or enter N/A*	
D		D1 - *See help text, and look up the ILO link in Area I (tool box).*	
		D2 - *See help text. List the PLO in bullet points. Copy the PLO point to the Curriculum Map.*	
E		E1 –. *Include **Program Overview**, A list of **options** in the program with description, **Program Requirement** (total required unit for completion), **Criteria for Admission** (academic degree requirement, GPA, materials, deadline and/or program website, in any).* *DO NOT include course description or course requirement here.*	
F		F1 - *Refer to the help text and the [Walk Me Thru]. Roadmap template can be download from the tool box.*	
G		G1 – *Use bullet points.*	
H		*Double check if all attachment are checked and uploaded. Templates are in the tool box.*	