

Checklist for Curriculum Council Submissions

Before submitting proposals to the Academic Council/Curriculum Committee, please follow this checklist to be sure submissions are complete and final.

General

- Date of Reading is completed on Course or Program Form
- Effective date is completed on Course or Program Form
- Form is signed and dated by the Initiator
- Form is signed by Division Dean before submission
- Communication with division and faculty is completed

Course Proposals

- Pre- and co-requisites are accurate and match on the Course Form and Master Syllabus
- Course credits, contact hours, and lecture/lab/studio/clinical hours are accurate and match on the Course Form and Master Syllabus
- Course description is accurate and matches on the Course Form and Master Syllabus
- Course title is accurate and matches on the Course Form and Master Syllabus
- Rationale is clearly stated with important details outlining the reasoning. For New Courses, the New Course Rationale Checklist is completed and submitted
- For New Courses, a course code and number are obtained from Student Records
- Transferability forms are submitted
- A Program Revision is also submitted if necessary

Program Proposals

- Program description is accurate
- Rationale is clearly stated with important details outlining the reasoning. For New Programs, the New Program Rationale Checklist is completed and submitted
- Program Supplemental Information form is completed and submitted, including a side-by-side comparison of old and new program guides
- Program guide is accurate with all footnotes matching on both the list of courses and sequence of courses
- Course codes and titles are accurate on program guide and match in all locations