

## Checklist for Submitting a Proposal to Add a Course

- \_\_\_\_\_ The proposed new course has been reviewed and approved following procedures in the unit and the College.
- \_\_\_\_\_ The Course Proposal Form is checked to reflect that this is a New Course.
- \_\_\_\_\_ I have reviewed the Course Description Template and am confident that the Proposed Bulletin Listing is appropriate and complete.
- \_\_\_\_\_ The Rationale is clear enough for a person outside my field to understand why the new course is proposed.
- \_\_\_\_\_ I have attached General Education information, if appropriate (only for undergraduate course) and I have checked the state goals that the proposed course meets (for 1000-2000 level courses only) for courses proposed as General Education courses.
- \_\_\_\_\_ This course is NOT proposed as cross-listed.

OR

- \_\_\_\_\_ Unit(s) with cross-listed versions of this course will submit separate Course Proposal Forms. I understand that the proposal will be held in Academic Affairs until all forms are received.
- \_\_\_\_\_ I have consulted with my colleagues and checked the **Bulletin** to be certain that no similar courses exist on campus and that no other programs might be affected by adding this course. I understand that the proposal may be delayed if I have not accurately assessed other units' interests in this new course.

OR

- \_\_\_\_\_ Units with an interest in this course have agreed to send electronic comments and approvals to Academic Affairs.

