

Checklist for Submitting a Course Change Proposal

- _____ The course has been reviewed and approved following procedures in my College.
- _____ The Course Proposal Form is checked to reflect that this is a Course Change.
- _____ I've also checked the Course Proposal Form to reflect all the changes that I am requesting.
- _____ The Current Bulletin Listing is copied exactly from the latest version of the **Bulletin** online (<http://www.umsl.edu/bulletin/>)
- _____ If the description is changed, the Proposed Bulletin Listing conforms to the Course Description Template.
- _____ The Rationale is clear enough that a person outside my field can understand why I'm requesting the changes.
- _____ If appropriate, I have attached the required Gen Ed form.

- _____ This course is NOT cross-listed.

OR

- _____ The unit(s) with cross-listed versions of this course will submit separate Course Proposal Forms. I understand that my 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 depend on this course. I understand that my proposal may be held up if I have not accurately assessed other units' interests in this course change.

OR

- _____ The units with an interest in this course have agreed to send electronic comments and approvals to Academic Affairs.