

**DEPARTMENT/SCHOOL CURRICULUM COMMITTEE AND
COLLEGE CURRICULUM COMMITTEE**
REVIEW CHECKLIST -- New 300-Level Course for Graduate Credit
2009-10

Check the following information for both INCLUSION and QUALITY. Proposals that do not include the required items will be returned to the proposing department/school. NOTE: Items such as course title, semester hours, etc. must match exactly throughout the proposal.

Cover Sheet

Follow UCC Guidelines.

Part A: Course Description and Explanations

Follow UCC Guidelines.

Part B: Syllabus

Follow UCC Guidelines

Part C: Addendum

- Statement of Additional Requirements
- Statement of role of course in graduate program
- Statement of background required
- Bibliography (Forward copy of cover sheet and bibliography to library after department chair/school director signs.)