

**DEPARTMENT/SCHOOL CURRICULUM COMMITTEE AND  
COLLEGE CURRICULUM COMMITTEE**

REVIEW CHECKLIST -- New Graduate (400/500) Courses  
**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**

- Correct cover sheet: 2009-10 *New Course and Course Revisions Cover Sheet*
- Initiator, department/school name, and date
- Course number and title
- Semester credit hours and semesters to be offered
- Prerequisites and other restrictions (required or recommended)
- 20-word catalog copy course description
- Proposed action correctly checked
- DCC/SCC Chair and Department Chair/School Director signatures
- CCC Chair and Dean signatures
- CTE Chair signature, if appropriate

**Part A: Course Description and Explanations**

- Course number and title
- Semester credit hours and semesters to be offered
- Prerequisites and other restrictions (required or recommended)
- Course description (20 words or less)
- Other changes in catalog copy indicated
- Description of consequences of above changes in catalog, if necessary
- Explanation (brief) of each prerequisite
- Hidden prerequisites

**Part B: Syllabus**

- Institution name
- Department/School name, prefix, course number, course title, semester hours credit
- Date of proposal/syllabus preparation
- Contact hours, including any laboratory or studio hours
- Prerequisites and other notations such as Materials Fees
- Catalog description (20 - words or less)
- Course overview (paragraph description of course)
- Specific student outcomes as a result of course participation
- Topical outline; required and optional text and/or readings
- Required student tasks/assignments, such as papers, projects, or community experiences
- Student performance evaluation methods, including grading scale
- Bibliography (Forward copy to library after department chair/school director signs.)
- Delivery system (if unusual)
- Any additional supportive materials

**Part C: Rationale/Justification**

**Part D: Consequences**

**Part E: Course Evaluation procedures**

**Part F: Attachments**

- Letter from overlapping department/school, if necessary  
*If the course has been offered previously as an '89, '93, or '97, include:*
- Copy of original '89/'93/'97
- Curricular rationale for permanent offering
- Enrollment history (semesters offered and number of students)

**Note:** If applicable, submit a Materials Fees Charges form to the Registrar's Office.