

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

REVIEW CHECKLIST -- Revised 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, semesters offered, catalog descriptions, 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 course 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 semester to be offered
- Prerequisites and other restrictions (required or recommended)
- Course description (20-word limit)
- Changes in catalog copy indicated (provide complete set of old and proposed catalog copy)
- Description of consequences of above changes in catalog, if necessary
- Explanation (brief) of each prerequisite, if different from original proposal
- Hidden prerequisites
- Brief rationale for change (not to exceed one page)

Provide each of items below for both old and new syllabi.

Part B: Syllabus (*Provide each of the items below for both the current and proposed syllabi.*)

- 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-word limit)
- Course overview (paragraph description of course)
- Specific student outcomes as a result of course participation
- Topical outline; required and optional texts and/or readings
- Required student tasks/assignments, such as papers, projects, or community experiences
- Student performance evaluation methods, including grading scale
- Bibliography (Forward to library after department chair/school director signs.)
- Delivery system (if unusual)
- Any additional supportive materials

Note: Courses previously offered as '89/'93/'97 should be proposed as new courses.

If a course revision results in a change in materials fees, submit a Material Fees Charges form to the Registrar's Office.