PREPARER'S COURSE PROPOSAL CHECKLIST

☐ **EFFECTIVE QUARTER – Complies with submission deadlines**

☐ **ACTIVITIES – Listed in the order they should appear in the *General Catalog***

☐ **STYLE GUIDELINES**
- o Description
  - o is in standard format.
  - o contains 50 or fewer words (not counting a list of E-Z segments).
  - o is in present tense.
- o Standard wording used in the following fields:
  - o Prerequisite(s)
  - o Grading Statement
  - o Repeatability Condition
  - o Credit Statement
- o The course number format is correct in copy that will appear in the *General Catalog*
- o All <u>other</u> style guidelines complied with for copy that will appear in the *General Catalog*

☐ **CROSS-LISTING – Entered (or reentered for courses being revised) if course is cross-listed**

☐ **CREDIT STATEMENT – Completed if credit is not awarded for both this course and another course**

☐ **INSTRUCTOR(S)**
- o First name, middle name/initial, last name, suffix, and teaching title agree with *General Catalog* listings (unless this information has changed since the *Catalog* was printed).
- o Instructor has a current teaching appointment.

☐ **OTHER COURSES/PROGRAMS PAGE OF THE COURSE PROPOSAL**
- o First field on the Other Courses/Programs page completed if
  - o there is an entry in the Credit Statement field.
  - o the content of this course overlaps the content of any other UCR course.
- o Reports (*Affected Courses* and/or *Affected Majors/Minors/Programs*) ordered if
  - o course is being deleted.
  - o course is being renumbered.
  - o Title field is changing.
  - o Units field is changing.
  - o Credit Statement field is changing.
- o Results of reports (*Affected Courses* and/or *Affected Majors/Minors/Programs*) entered on the Other Courses/Programs page
- o Effects of a new course entered on the Other Courses/Programs page
- o Effects of an E-Z course and its segments on each other entered on the Other Courses/Programs page
- o Effects of series courses on each other entered on the Other/Courses Programs page
- o Course proposals prepared for "affected courses and E-Z segments" – or appropriate person notified by email that course proposals need to be prepared
- o Program change paperwork prepared for "affected majors/minor/programs" – or appropriate person notified by email that program change paperwork needs to be prepared

☐ **SYLLABUS – Provided for a new, restored, or substantively changed course or E-Z segment**
- o The content of the syllabus agrees with the content of the remainder of the course proposal.
- o The syllabus
  - o is outlined by week, date, or topic.
  - o lists any required readings and links the readings to the weeks, dates, or topics.
  - o contains weighted grading criteria.
  - o describes the content of "individual" hours and method(s) of evaluating them.
- o Descriptions of any new or restored E-Z segments are included.

☐ **JUSTIFICATIONS – Academic reason(s) are provided.**

☐ **APPROVALS – Signatures are accurate and complete.**

☐ **PROOFREAD – Spell checkers are run and course proposal is checked for content errors and omissions.**