Course Checklist - SAS

Date of Submission to Curriculum & Policy Committee: _____
Contact Person if there are questions: _____

Action Required
_____ New Course   _____ Course Modification _____ Deletion

Course Information

Course Prefix and Number: _____ Credit hours: _____
Course Title (as listed in the catalog):_____
Prerequisites: _____
Restrictions: _____ (e.g., majors only)
Fees or Tuition Rate: _____ (only if different from norm)
Effective Semester: _____ (semester change will take place)

Justification
The following items need to be explained in the attachment justifying the changes proposed.

Assessment (Required for core courses) For core or required courses in the major explain how these changes are justified by the department's assessment data.

Library/Electronic
Are the current Library holdings sufficient?   _____ yes_____no
Explain:
_____
_____

Other resources needed: _____

Recommended by Department Chair: _____ date:_____
Recommended by C&P Committee: _____ date:_____

Approved by SAS Faculty Council: _____ date:_____
Approved by Dean: _____ date:_____

Catalogue spreadsheet submitted: _____ date:_____

<p style="text-align:center;">**Course Checklist _Instructions_ - SAS**</p>

Justification

The following items need to be explained in the attachment justifying the changes proposed.

Specify the schedule of offering:

Has the course been offered as a special topics course :

What specific changes are required for modification:

Provide a copy of old and new course descriptions:

Provide a copy of the advising form illustrating how the change fits into the overall program :

Is this course required (explain)?

Who is expected to teach the course (be clear about whether this can or will be taught by adjuncts and/or a current faculty member)?

If this is a new course, how will it fit into existing teaching load or does this require new adjunct monies, etc?

Explain or justify anticipated enrollments for this course. Is this course repeatable?

Specify prerequisites:

Are the hours gradable?