## 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
- **Description**
  - is in standard format.
  - contains 50 or fewer words (not counting a list of E-Z segments).
  - is in present tense.
- **Standard wording used in the following fields:**
  - Prerequisite(s)
  - Grading Statement
  - Repeatability Condition
  - Credit Statement
- The course number format is correct in copy that will appear in the *General Catalog*
- All other 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)
- 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).
- Instructor has a current teaching appointment.

### OTHER COURSES/PROGRAMS PAGE OF THE COURSE PROPOSAL
- First field on the Other Courses/Programs page completed if
  - there is an entry in the Credit Statement field.
  - the content of this course overlaps the content of any other UCR course.
- Reports (*Affected Courses and/or Affected Majors/Minors/Programs*) ordered if
  - course is being deleted.
  - course is being renumbered.
  - Title field is changing.
  - Units field is changing.
  - Credit Statement field is changing.
- Results of reports (*Affected Courses and/or Affected Majors/Minors/Programs*) entered on the Other Courses/Programs page
- Effects of a new course entered on the Other Courses/Programs page
- Effects of an E-Z course and its segments on each other entered on the Other Courses/Programs page
- Effects of series courses on each other entered on the Other/Courses Programs page
- Course proposals prepared for “affected courses and E-Z segments” – or appropriate person notified by email that course proposals need to be prepared
- 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
- The content of the syllabus agrees with the content of the remainder of the course proposal.
- The syllabus
  - is outlined by week, date, or topic.
  - lists any required readings and links the readings to the weeks, dates, or topics.
  - contains weighted grading criteria.
  - describes the content of “individual” hours and method(s) of evaluating them.
- 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.