<table>
<thead>
<tr>
<th>Course Component</th>
<th>Helpful Tips / Questions to Consider</th>
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<tr>
<td>COLLEGE/SCHOOL/DIVISION</td>
<td>Is it appropriate - Consider: Is it appropriate for college A to offer a course that would normally be offered by college B?</td>
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<tr>
<td>DEPARTMENT/COMMITTEE/PROGRAM</td>
<td>Is it appropriate - Consider: Is it appropriate for a physical science course to be offered by CHFY?</td>
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| ACTION                           | Consider the following guidelines when determining the action for a nonrepeatable course:  
-- The action is CHANGE if a course is being revised and students should not be allowed credit for both its previous and proposed versions.  
-- The action is NEW if a course is being revised to the extent that students should be allowed credit for both its previous and proposed versions.  
-- The action is RESTORE if a course is being reactivated and students should not be allowed credit for both its previous and proposed versions. |
| COURSE LEVEL                     | Does it comply with Course Guidelines. Consider: Is a course submitted as a graduate course really a professional course? |
| COURSE TYPE                      | There are three course types:  
-- (E-Z) umbrella  
-- E-Z segment  
-- Standard (all other courses)  
Consider: Should an A-B-C series really be an E-Z course? |
| OFFERED ONCE ONLY                | Yes - The course is approved for only one quarter (e.g., instructor has a visiting appointment).  
No - The course is approved permanently.  
Consider: Should an “experimental” course be a one-time-only? |
| OFFERED IN SUMMER SESSIONS ONLY  | Consider: Should the quarters offered be changed when they may impact students’ progress toward graduation? |
| QUARTER(S) OFFERED               | Consider: Should the quarters offered be changed when they may impact students’ progress toward graduation? |
| CLOSING NOTES                    | Ensure content in field agrees with remainder of course proposal |
| COURSE NUMBER                    | Does it comply with Course Guidelines. |
| RENUMBERED FROM                  | Provides a brief, precise description of course content and emphasis.  
Complies with other Course Guidelines. |
| COURSE TITLE                     | Provides a brief, precise description of course content and emphasis. |
| E-Z SEGMENT TITLE                | Provides a brief, precise description of course content and emphasis. |
| UNITS                            | Are appropriate based on course content.  
Complies with Course Guidelines.  
Consider: When the hours greatly exceed what is required for the units, should the units be increased? |
| ACTIVITY(IES)                    | Activities comply with Course Guidelines, and they and their corresponding hours reflect the course workload.  
Activities agree with the course number, title, and subtitle. |
| PREREQUISITE(S)                  | Prerequisites are appropriate and comply with Course Guidelines (e.g., correct for course level and not redundant).  
Corresponding courses are included when appropriate. (e.g. MATH 009A and MATH 09HA).  
Required special prerequisites are included:  
-- University Honors Program (HNPG) courses require the following prerequisite: admission to the University Honors Program or consent of instructor  
-- UC Riverside Washington Academic Internship Program (UCDC) courses require the following prerequisite: admission to the UCR Washington Center Program |
| DESCRIPTION                      | The description conveys the material, the nature, and the scope of the course in a manner that provides guidance to students as they select courses.  
The description does not reference program requirements.  
If applicable, a reference to a course includes a reference to its corresponding course. (e.g. MATH 009A and MATH 09HA) |
<p>| GRADING TYPE                     | Complies with Course Guidelines and policies regarding course levels (e.g., undergraduate) and types (e.g., honors). |</p>
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<tr>
<th><strong>Faculty Approver’s Course Proposal Checklist</strong></th>
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<td><strong>STATEMENT (grading statement)</strong></td>
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<td><strong>REPEATABLE (yes/no)</strong></td>
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<td><strong>CROSS-LISTED WITH</strong></td>
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<td><strong>CREDIT STATEMENT</strong></td>
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<td><strong>IF REPEATABLE, MAY BE TAKEN MORE THAN ONCE PER QUARTER</strong></td>
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<td><strong>BREADTH STATEMENT</strong></td>
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<td><strong>AFFECTS PREREQUISITES/DESCRIPTIONS</strong></td>
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### SYLLABUS

- Is 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.
- The syllabus lists any required readings and links the readings to the weeks, dates, or topics.
- The syllabus contains weighted grading criteria. Note that students must be evaluated in all activities (lecture, laboratory, discussion section, extra reading, screening, etc.) that justify units, and the method and weighting of evaluation of each such activity must be evident.
- The syllabus describes the content of any new or changed “individual” hours and the method(s) of evaluating them (exception - required for all “individual” hours if the course is being restored).
- The syllabus describes how any new or changed consultation hours will be implemented and monitored (exception - required for all consultation hours if the course is being restored).
- The syllabus contains descriptions of new, substantively revised, or restored E-Z segments, if applicable.

### UCR INSTITUTIONAL BIOSAFETY COMMITTEE CERTIFICATION

Obtained if the course contains experiments using recombinant DNA

### APPROVALS

- All courses require the following approvals:
  - Department/Committee/Program faculty approval date
  - Department/Committee/Program Chair
- In addition, the following approvals are required:
  - Undergraduate Courses
    - College/Division/School Executive Committee Chair
  - University Honors Program (HNPG)
    - University Honors Program Executive Committee Chair
  - Note: HNPG courses not specific to a college, school, or division require the approval of the executive committee chairs of all colleges, the Division of Biomedical Sciences, and the Graduate School of Management.
  - Graduate Courses
    - College/Division/School Dean
    - Graduate Council
    - Graduate Division Dean
  - Professional Courses
    - College/Division/School Executive Committee Chair
    - Graduate Council
    - Graduate Division Dean

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### GUIDELINES, BYLAWS, AND REGULATIONS

- **Course Guidelines**
- **Bylaws and Regulations (UCR)**
  [http://senate.ucr.edu/bylaws/](http://senate.ucr.edu/bylaws/)
- **Bylaws and Regulations (UC)**