

Faculty Approver's Course Proposal Checklist

Course Component	Helpful Tips / Questions to Consider
COLLEGE/SCHOOL/DIVISION	Is it appropriate - Consider: <i>Is it appropriate for college A to offer a course that would normally be offered by college B?</i>
DEPARTMENT/COMMITTEE/PROGRAM	Is it appropriate - Consider: <i>Is it appropriate for a physical science course to be offered by CHFY?</i>
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 <i>Course Guidelines</i> . Consider: <i>Is a course submitted as a graduate course really a professional course?</i>
COURSE TYPE	There are three course types: -- (E-Z) umbrella -- E-Z segment -- Standard (all other courses) Consider: <i>Should an A-B-C series really be an E-Z course?</i>
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: <i>Should an "experimental" course be a one-time-only?</i>
OFFERED IN SUMMER SESSIONS ONLY	
QUARTER(S) OFFERED	Consider: <i>Should the quarters offered be changed when they may impact students' progress toward graduation?</i>
CLOSING NOTES	Ensure content in field agrees with remainder of course proposal
COURSE NUMBER	Does it comply with <i>Course Guidelines</i> .
RENUMBERED FROM	
COURSE TITLE	Provides a brief, precise description of course content and emphasis. Complies with other <i>Course Guidelines</i> .
E-Z SEGMENT TITLE	Provides a brief, precise description of course content and emphasis.
UNITS	Are appropriate based on course content. Complies with <i>Course Guidelines</i> . Consider: <i>When the hours greatly exceed what is required for the units, should the units be increased?</i>
ACTIVITY(IES)	Activities comply with <i>Course Guidelines</i> , 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 <i>Course Guidelines</i> (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)
GRADING TYPE	Complies with <i>Course Guidelines</i> and policies regarding course levels (e.g., undergraduate) and types (e.g., honors).

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IN PROGRESS (IP)	If applicable, IP grading is selected. When IP grading is selected, it appears on all but the last course in the series.
STATEMENT (grading statement)	The grading statement is added to the end of the <i>Catalog</i> description to alert the reader that one or both of the following apply: -- the grading type is not the default -- the course has In Progress grading The grading statement should not be used for other purposes and should agree with the grading type and in progress fields. Default grading types are as follows: -- Undergraduate courses – Letter Grade or petition for Satisfactory/No Credit (S/NC) -- Graduate and professional courses – Letter Grade only If the grading type is <i>Letter Grade or Satisfactory/No Credit (S/NC); no petition required</i> , the grading statement includes the conditions for receiving either a Letter or an S/NC grade. The grading type for University Honors Program courses is usually Letter Grade only.
REPEATABLE (yes/no)	The repeatability statement is added to the end of the <i>Catalog</i> description to provide the reader with the following information as applicable: -- the course is repeatable -- the conditions under which the course is repeatable -- the maximum units awarded for the course (ensure this is appropriate and comply with <i>Course Guidelines</i>) The repeatability statement should not be used for other purposes.
CROSS-LISTED WITH	Contains appropriate cross-listings and complies with <i>Course Guidelines</i> .
CREDIT STATEMENT	Contains courses for which credit is limited due to overlap/duplication of course content.
IF REPEATABLE, MAY BE TAKEN MORE THAN ONCE PER QUARTER	Special Studies (190s), Directed Studies (290s), topics, and similar courses often may be taken more than once per quarter.
BREADTH STATEMENT	Approved by CHASS Executive Committee only
INSTRUCTOR(S)	Names (first, middle, last, suffix) and titles are correct. Teaching appointments are current. The format of the information is correct for <i>Catalog</i> copy. Correct formats include the following: -- Associate Professor John Smith -- Associate Professor John K. Smith -- Associate Professor John K. Smith in charge
JUSTIFICATION(S)	New or Restored Course – Describes how the course will strengthen the offerings of the academic unit. Changed Course – Includes the reason(s) for each change. Deleted Course – Explains why the course is no longer necessary or why it can no longer be taught.
FACULTY CORRESPONDENCE	
OVERLAPS/DUPLICATES OTHER COURSES	If applicable, overlap or duplication of course content is described. If applicable, the Credit Statement field is completed.
AFFECTS PROGRAMS	Issues regarding affected programs addressed.
AFFECTS PREREQUISITES/DESCRIPTIONS	Issues regarding affected courses addressed.

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SYLLABUS	<p>Is provided for a new, restored, or substantively changed course or E-Z segment.</p> <p>-- The content of the syllabus agrees with the content of the remainder of the course proposal.</p> <p>-- The syllabus is outlined by week, date, or topic.</p> <p>-- The syllabus lists any required readings and links the readings to the weeks, dates, or topics.</p> <p>-- 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.</p> <p>-- 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).</p> <p>-- 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).</p> <p>-- The syllabus contains descriptions of new, substantively revised, or restored E-Z segments, if applicable.</p>
UCR INSTITUTIONAL BIOSAFETY COMMITTEE CERTIFICATION	Obtained if the course contains experiments using recombinant DNA
APPROVALS	<p>All courses require the following approvals:</p> <p>-- Department/Committee/Program faculty approval date</p> <p>-- Department/Committee/Program Chair</p> <p>In addition, the following approvals are required:</p> <p>Undergraduate Courses</p> <ul style="list-style-type: none"> • College/Division/School Executive Committee Chair <p>University Honors Program (HNPG)</p> <ul style="list-style-type: none"> • University Honors Program Executive Committee Chair <p>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.</p> <p>Graduate Courses</p> <ul style="list-style-type: none"> • College/Division/School Dean • Graduate Council • Graduate Division Dean <p>Professional Courses</p> <ul style="list-style-type: none"> • College/Division/School Executive Committee Chair • Graduate Council • Graduate Division Dean

GUIDELINES, BYLAWS, AND REGULATIONS

Course Guidelines

<http://senate.ucr.edu/committee/8/Guidelines%202010-11%20final.pdf>

Bylaws and Regulations (UCR)

<http://senate.ucr.edu/bylaws/>

Bylaws and Regulations (UC)

<http://www.universityofcalifornia.edu/senate/manual/>