

PREPARER'S COURSE REQUEST 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 REQUEST**
 - 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 requests prepared for “affected courses and E-Z segments” – or appropriate person notified by email that course requests 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 request.
 - 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 explicitly including all activities justifying units.
 - 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 request is checked for content errors and omissions.**

QUICK TIPS

(for the PREPARER'S COURSE REQUEST CHECKLIST)

EFFECTIVE QUARTER

Submission deadlines for the COC 2010-2011 academic years are listed on the following Web page:

http://senate.ucr.edu/committee/8/committee_on_courses_meeting_dates_and_deadlines_met_2010-11.html

The Web page following lists the course proposal deadlines for the 2011-2012 academic year:

http://senate.ucr.edu/committee/8/submission_deadlines_for_course_proposals_for_2011-12.html

ACTIVITIES

- The primary activity should be listed first.
- Group activities should be listed before individual activities.

STYLE GUIDELINES

For further information, see the pages listed below in the *University of California, Riverside Style Guidelines for Course Requests*:

- General Guidelines – pages 4-10
- Courses (number format) – page 6
- Credit Statements – page 2
- Descriptions – page 2
- Grading Statements – page 2
- Prerequisite(s) – page 3
- Repeatability Statements (conditions) – page 4

CROSS-LISTING

- When a course is cross-listed, its cross-listed partners must be entered in the Cross-listed With field.
- When a cross-listed course is revised, its cross-listed partners must be reentered in the Cross-listed With field.

CREDIT STATEMENT

Credit statements act as an alert that the content of two or more courses overlaps to the extent that credit is not awarded for all of the courses. Because Credit Statements must appear on all affected courses, sometimes multiple course requests must be submitted concurrently.

Examples of Credit Statements (underlined):

Credit is awarded for only one of RLST 015 or RLST 015H.

The above statement should appear in the Credit Statement field of both RLST 015 and RLST 015H.

Credit is not awarded for CS 005 if it has already been awarded for CS 010.

The above statement should appear in the Credit Statement field of CS 005, but not in the Credit Statement field of CS 010.

INSTRUCTOR(S)

Names and titles should match those in the *General Catalog's* departmental faculty listings or its main faculty list (i.e., nicknames and abbreviated titles should not be used). Exceptions include the following:

- Middle initials are optional.
- If a title has changed since the *General Catalog* was published, the current title should be used.

Titles must be in effect on the date the course request is submitted.

If an instructor is designated as "in charge," the format of the notation should be as shown in the example below.

Examples:

General Catalog Listing

Assistant Professor Allen I. Poe

Acceptable

Assistant Professor Allen Poe

Assistant Professor Allen I. Poe

Assistant Professor Allen I. Poe in charge

Unacceptable

Assistant Professor AI Poe

Professor Allen I. Poe

OTHER COURSES/PROGRAMS PAGE OF THE COURSE REQUEST

Affected Majors/Minors/Programs Reports

A major/minor/program is affected only if paperwork must be submitted to update it. Therefore, the preparer must look in the *General Catalog* where the report indicates the course appears to determine if the course request actually affects the major/minor/program. For example:

The title of GEO 007 is changing.

GEO 007 and its title appear in the list of degree requirements for the B.S. in Geology in the *General Catalog*.

The B.S. in Geology is affected.

The title of ANTH 004 is changing.

ANTH 004 appears in the list of degree requirements for the B.A. in Anthropology in the *General Catalog*, but its title does not.

The B.A. in Anthropology is not affected.

Example of an entry in the second field on the Other Courses/Programs page:

- Because this course is being deleted, it will no longer be an option to meet the major requirements for the B.S. in Bioengineering.

Affected Courses Reports

Example of an entry in the third field on the Other Courses/Programs page:

- Because this course is being renumbered, its course number will change in the prerequisites of ANTH 187 and the Credit Statement of SOC 132.

Courses That Do Not Appear on Reports

Not all courses that affect a major/minor/program or another course will appear on reports. For example, reports will not include new courses or E-Z or series courses that affect each other.

Example of an entry in the second field on the Other Courses/Programs page:

- This new course will be a requirement for the M.S. in Statistics.

Examples of entries in the third field on the Other Courses/Programs page:

- This new course will be a prerequisite for ENGL 001C.
- The addition of a prerequisite to this course (ENGL 042 E-Z) requires the addition of the same prerequisite to ENGL 142E, ENGL 142G, ENGL 142J, and ENGL 142S.
- The change in the description of this course (SPN 001) requires that the descriptions of the other courses in its series (SPN 002 and SPN 003) also be changed.

SYLLABUS

Examples of Weighted Grading Criteria:

Discussion section – 10% of grade

Term paper – 30% of grade

Midterm – 20% of grade

Final – 40% of grade

Discussion section – 25 points

Term paper – 100 points

Midterm – 100 points

Final – 225 points

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.

JUSTIFICATIONS

Justifications should provide the reason(s) it is necessary or advisable for establishing, restoring, deleting, or changing a course. That is, they should not simply restate what is being requested or state who initiated the request.

Example: The activities of a course are being changed as follows:

From:

Lecture, 3 hours per week

Laboratory, 3 hours per week

To:

Lecture, 3 hours per week

Laboratory, 3 hours per week

Discussion, 1 hour per week

Acceptable Justification

Adding a discussion section will benefit students by providing them with the opportunity to review difficult concepts covered in the lecture and to ask questions regarding required reading not covered in the lecture.

Unacceptable Justifications

- A discussion section is being added to the course.

- The instructor requested that a discussion section be added to the course.