

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

- Title
 - Long title has a limit of 100 characters and shows in self-service for registration
 - Short title is for courses that have more than 30 characters within the long title and will appear on student transcripts when entered into SSASECT.
- 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 – Complete if credit is not awarded for both this course and another course or credit is one- directional or if overlap exists but duplication does not affect student duplication of credit.

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.
 - there is an entry in the Credit Statement field.
 - the content of this course overlaps the content of any other UCR course.
- Results of reports (*Affected Courses* and/or *Affected Majors/Minors/Programs*) enter in the Comments section in CRS
- Effects of a new course entered in the comments section or attach in attachments in CRS.
- 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. Faculty course proposal approvals, list in Comments section of CRS

PROOFREAD – Go to Catalog Description tab and check the Catalog Preview for content errors and omissions.