## 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.