

Course Proposal Checklist

(Submit for each course)

- Course Abbreviated Title
- (29 characters maximum)
- Course Complete Title

Average Weekly Contact Hours: _____

- Discussion _____ Field Experience _____
- Lecture _____ Independent Study _____
- Student Teaching _____ Web-Based Course _____

Course Proposal Checklist

Before submitting a proposal, please indicate whether each of the following tasks have been fulfilled.

	Yes	No	N/A
1. Does the course proposal include a rationale?			
2. Does this proposal require coordination with other departments in the College or University? If so, please attach supporting documentation.			
3. Are there adequate library resources (print and media) to support this proposal? If not, state how resources would be developed or how the proposal would be affected.			
4. Are additional resources (staff, fiscal, or technical, including lab space and equipment) required to support this proposal? If so, please identify the resources. If those resources are not available, state how the proposal would be affected.			
5. Has academic computing been consulted regarding the adequacy of resources (lab space, hardware and software) to support this proposal? If computing resources are not available, describe how those resources would be developed or how the proposal be affected.			
6. If this proposal concerns a 300-level course to be offered for graduate credit, is the required academic rationale attached?			
7. Is a course syllabus attached in support of this proposal? (See attached syllabus requirements)			
8. Are all supporting documents attached?			