**Checklist for Academic Council/Curriculum Committee Submissions**

*Before submitting proposals to the Academic Council/Curriculum Committee, please follow this checklist to be sure submissions are complete and final.*

**General**

Date of Reading is completed on Course or Program Form

Effective date is completed on Course or Program Form

Form is signed and dated by the Initiator

Form is signed by Division Dean before submission

Communication with division and faculty is completed

**Course Proposals**

Pre- and co-requisites are accurate and match on the Course Form and Master Syllabus

Course credits, contact hours, and lecture/lab/studio/clinical hours are accurate and match on the Course Form and Master Syllabus

Course description is accurate and matches on the Course Form and Master Syllabus

Course title is accurate and matches on the Course Form and Master Syllabus

Rationale is clearly stated with important details outlining the reasoning. For New Courses, the New Course Rationale Checklist is completed and submitted

For New Courses, a course code and number are obtained from Student Records

Transferability forms are submitted

A Program Revision is also submitted if necessary

**Program Proposals**

Program description is accurate

Rationale is clearly stated with important details outlining the reasoning. For New Programs, the New Program Rationale Checklist is completed and submitted

Program Supplemental Information form is completed and submitted, including a side-by-side comparison of old and new program guides

Program guide is accurate with all footnotes matching on both the list of courses and sequence of courses

Course codes and titles are accurate on program guide and match in all locations