**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