



**-CHECKLIST-
New/Change Course Form**

- Department name**
- Course prefix, number and title**
- Course description (for catalog)**
 - No sentences; use phrases/fragments separated by semi-colons, and commas to separate a series.
 - Do not use the word "introduction" in the title or beginning of the course description for 300 and 400 level courses.
- Prerequisites**
 - Prerequisites on course form must match syllabus and catalog.
 - For 300 and 400 level courses, prerequisites must contain either a course prerequisite implying course is designated for upper division students or if no prerequisites, then junior or senior classification. Reference FS.16.166.
- Cross-listed Course (more than one department but at same level)**
 - Cross-listed courses must be exactly alike (except prefix and sometimes course number).
 - Both departments must sign the course form.
- Stacked Course (undergraduate and graduate)**
 - Include reference to graduate information if course will be stacked.
- Variable Credit**
- Course Repeatability**
- Required or Elective**
- Letters of Support**
 - Include if course appears to duplicate another department's course offering, or if adding/dropping another department's course in prerequisites.
- Course Inventory Information (shortened title, hours, codes, etc.).**
- Signatures**
- Brief Supporting Statement**
 - Include for changes in prerequisites, course withdrawals, cross-listings, course titles and/or descriptions.