Content and Catalog Copy

☐ **Requested Changes:** Clearly states all proposed actions
☐ **Impact Report:** Includes impact report for course revision proposals to determine which courses and/or programs are affected
☐ **Course Number:** Complies with Course Level and Units of Credit guidelines (AP-AA-40.3)
☐ **Course Title:** Includes both full and abbreviated course titles
☐ **Credit Hours:** If credit hours are changed and the course is a required course for a program, a separate program revision must also be submitted to adjust section totals
☐ **Class Type:**
☐ **Prerequisite/Corequisite Courses:** Verify newly added courses/course numbers are existing course(s) or newly proposed course(s) with separate proposal(s) submitted
☐ **Catalog Description:** Brief, succinct, and limited to one paragraph of 3-4 sentences
☐ **Cross-Listed Courses:** Newly proposed cross-listed courses must be submitted as separate proposals; for cross-listed courses at different levels, the higher-level course needs to have more advanced requirements

Justification and Consultations

☐ If course taught before, provides qualitative and quantitative data to support permanency
☐ All relevant affected academic units have been considered, including all identified in the Impact Report, and supporting memos from each are attached
☐ For 4000/5000-level courses being taught together, substantive differences must be identified

Syllabus

☐ Syllabus attached for any new course
☐ Includes course number, title, description, pre-requisites and/or co-requisites
☐ Includes student learning outcomes
☐ Includes methods of evaluation
☐ UNO grading scheme included along with numerical breakpoints
☐ Topical outline of course content
☐ Substantive differences must be present for combined undergraduate/graduate courses

Content and Catalog Copy

☐ **Requested Changes:** Clearly states all proposed actions
☐ **Program Name:** Includes: (1) degree, (2) degree and concentration, (3) minor, or (4) certificate (e.g., *English, B.A.; English, Creative Writing Concentration, B.A., Art History, Minor; Actuarial Studies, Undergraduate Certificate*)
☐ **Program Description:** Offers a concise description understandable by students
☐ **Admission Requirements:** Describes admission procedures
☐ **Degree Requirements:** Lists all requirements
☐ **Courses:** Verify courses/course numbers have been approved/exist and that all required/elective courses are listed (i.e., requirements should not say "see list of approved courses on department webpage")
☐ **Credit Hours:** Includes total credit hour changes, if any, and ensures all credit hours add up to degree requirement total

Justification and Impact

☐ Justification is logical, linked to proposed actions
☐ If affected, pre- and corequisites, admission, other relevant factors are addressed
☐ If new courses are involved, links to separate new course proposals included
☐ All relevant affected academic units have been consulted and supporting memos from each are attached
☐ If Student Learning Outcomes (SLOs) are affected, includes updated SLOs