

Checklist for Curricular Forms

After preparing course and academic plan forms but before submitting them for committee review, please check each one to make sure it is accurate and clearly states what you are proposing to change. In addition to reviewing every blank on the form for typos and missing information, the following list of questions provides some basic guidelines for this double-checking process.

Proposal for New Course

- ❑ Are you using the current version of this form, which says “Revised 09/04” at the bottom? (If not, it’s on the web at www2.nau.edu/academicadmin/UCCForms.htm)
- ❑ Is the effective term accurate? (Don’t use the current term without specific approval from the Associate Provost for Academic Administration, and don’t use any previous term here.)
- ❑ Is the proposed course number available, or has it been used in the past? (Check with Theresa Rogers in the AIO if you are unsure.)
- ❑ If the course is to be co-convened, has the form for the 500-level course been submitted for review by the University Graduate Committee? Has a copy of the approved graduate-course form been attached to this proposal? And have copies of both syllabi been attached, clearly showing the differences in content and in student expectations between the 400- and 500-level courses?
- ❑ If the course is to be cross-listed, are forms for the other course(s) being submitted for review by the University Curriculum Committee at the same time? Have they been approved by both academic units, as appropriate
- ❑ Does the course title accurately reflect course content?
- ❑ Is the title abbreviation readable? Is it similar to the full title?
- ❑ Does the course description accurately reflect the course content within the 20-30 words allowed? (This word limit is just for the sentences describing the course, not for additional information [like the title, prerequisites, etc.] that are listed separately on the form.)
- ❑ If the course can be repeated for additional units, have you filled in the maximum units that students can take overall and in the same term?

- ❑ If you are proposing a topics course with regular, set topics, list the topic titles. If the topics change, do not list any topics
- ❑ If the course is required for an academic plan(s), is a Proposal for New Academic Plan or Plan Change form needed as well? If so, is the plan change form being submitted at the same time?
- ❑ If this course replaces an existing course (that isn't a university course line), is a Proposal for Course Change or Deletion form being submitted at the same time for the existing course?
- ❑ If other courses or departments would be affected by this new course, have you attached memos of support from the affected departments?
- ❑ Does the justification section explain why this proposed course is needed? This section should explain how the new course fits within the department's existing course offerings, how it supports the mission and goals of the department/college/NAU, and/or how it fits with social, demographic, economic, technological, scientific, artistic, or other major changes in student/societal needs.
- ❑ Have you attached a detailed course syllabus, in the approved university format, to this proposal? (To see this approved format, go to the new course form on the web at www2.nau.edu/academicadmin/UCCForms.htm.)
- ❑ Does anyone else (Liberal Studies Council, BAILS/BAS Council, your college curriculum committee, etc.) need to approve this proposal before it is submitted to UCC? If so, have the necessary approvals been attached to or at least mentioned within this proposal?

Proposal for Course Change

- ❑ Are you using the current version of this form, which says "Revised 09/04" at the bottom? (If not, it's on the web at www2.nau.edu/academicadmin/UCCForms.htm.)
- ❑ Is the effective term accurate? (Don't use the current term without specific approval from the Associate Provost for Academic Administration, and don't use any previous term here.)
- ❑ Does the information under "Current catalog title and course description" match the LOUIE course catalog exactly, including the course subject/catalog number and title?

- ❑ In the section on the form that's indented, #7, have you only filled in the blanks for information you are proposing to change? (Don't fill in blanks for information that remains the same, or it will appear that you are proposing changes where there are none.)
- ❑ If you are proposing to change the course number in the course catalog, is the new number available or has it been used in the past? (Check with Theresa Rogers in the Registrar's Office if you are unsure.)
- ❑ If you are proposing to change the course number in the course catalog, and there is a fee attached to the old number, please complete a form "Justification Form for Instructional Fees" and turn it in with the course change form.
- ❑ If you are proposing to co-convene the course, has the proposal for the 500-level course been submitted for review by the University Graduate Committee? And has a copy of the approved graduate-course form been attached to this proposal?
- ❑ Have copies of both syllabi been attached, clearly showing the differences in content and in student expectations between the 400- and 500-level courses?
- ❑ If you are proposing to cross-list the course, are proposals for the other course(s) being submitted for review by the University Curriculum Committee at the same time? Have they been approved by both academic units, as appropriate?
- ❑ Does the course title you are proposing accurately reflect the course content?
- ❑ Is the title abbreviation readable? Is it similar to the full title?
- ❑ Does the revised course description accurately reflect course content within the 20-30 words allowed? (This word limit is just for the sentences describing the course, not for additional information [like the title, prerequisites, etc.] that are listed separately on the form.)
- ❑ If you are proposing to make the course repeatable for additional credit, have you filled in the maximum units that students can take overall and in the same term?
- ❑ If you are proposing a topics course with regular, set topics, list the topic titles. If the topics change, do not list any topics.
- ❑ If other courses or departments would be affected by this change, have you attached memos of support from the affected departments?

- ❑ Does the justification explain why the proposed change to this course is needed? This section should explain how this change fits within the department's existing course offerings, how it supports the mission and goals of the department/college/NAU, and/or how it better meets with social, demographic, economic, technological, scientific, artistic, or other major student/societal needs.
- ❑ Does anyone else (Liberal Studies Council, BAILS/BAS Council, your college curriculum committee, etc.) need to approve this change before it is submitted to UCC? If so, have the necessary approvals been attached or at least mentioned within this proposal?

Proposal for Course Deletion

- ❑ Are you using the current version of this form, which says "Revised 09/04" at the bottom? (If not, it's on the web at www2.nau.edu/academicadmin/UCCForms.htm.)
- ❑ Is the effective term accurate? (Don't use the current term without specific approval from the Associate Provost for Academic Administration, and don't use any previous term here.)
- ❑ Does the information under "Current catalog copy" match the LOUIE course catalog exactly, including the course subject/catalog number and title?
- ❑ If the course is required for an academic plan(s), is a Proposal for New Academic Plan or Plan Change form needed as well? If so, is the plan change form being submitted at the same time?
- ❑ If other courses or departments would be affected by this change, have you attached memos of support from the affected departments?
- ❑ Does the justification explain why the proposed change to this course is needed? This section should explain how this change fits within the department's existing course offerings, how it supports the mission and goals of the department/college/NAU, and/or how it better meets with social, demographic, economic, technological, scientific, artistic, or other major student/societal needs.
- ❑ Does anyone else (Liberal Studies Council, BAILS/BAS Council, your college curriculum committee, etc.) need to approve this change before it is submitted to UCC? If so, have the necessary approvals been attached or at least mentioned within this proposal?

Proposal for New Academic Plan or Plan Change

(Note: These questions pertain primarily to academic plan or subplan changes; for new plans or subplans, you need to work closely with the Associate Provost for Academic Administration to ensure that the proposal is adequate and is presented at the appropriate times in the UCC and ABOR processes. You'll find the forms that must be completed and submitted to ABOR on the web at www2.nau.edu/academicadmin/UCCForms.htm.)

- ❑ Are you using the current version of this form, which says "Revised 09/04" at the bottom? (If not, it's on the web at www2.nau.edu/academicadmin/UCCForms.htm.)
- ❑ Have you spelled out the exact name of the academic plan or subplan (as listed in the catalog) that is being changed?
- ❑ Does the information in the left column match the Academic catalog exactly, including all paragraphs affected by this change? (If this text has been revised since the catalog was published on the web, obtain the current text from the Catalog Editor rather than using what's in the on-line Academic catalog.)
- ❑ Does the information in the right column clearly show what text is changing? (Examples: It helps to show changed text in bold so it stands out. Don't repeat whole paragraphs of text that have no changes in them. If a paragraph of text in the left column is to be deleted, indicate that in parentheses in the right column adjacent to it.)
- ❑ Does all new text follow standard catalog format? (Look at how other academic plans are described in the catalog for examples.)
- ❑ Do all courses listed for this academic plan or subplan actually exist? (Check against the course listings in the current LOUIE course catalog.)
- ❑ Do all unit totals add up correctly? (Check the course listings in the current LOUIE course catalog to be sure how many units each course is worth.)

- ❑ Will the requirement be a student individualized plan? (A *Student Individualized Plan* is an academic requirement that varies by student, such as the 15-unit BAiLS focus, for which coursework requirements are established by the individual student and advisor together.)

- ❑ Will the requirement require maintaining a milestone? (A *Milestone* is used to record non-course accomplishments, such as completing a required language proficiency exam, in degree audit and on transcripts.)

- ❑ Does the justification explain why the proposed change to this academic plan is needed? This section should explain how this change fits within the department's existing offerings, how it supports the mission and goals of the department/college/NAU, and/or how it better meets with social, demographic, economic, technological, scientific, artistic, or other major student/societal needs.

- ❑ If other courses or departments would be affected by this change, have you attached memos of support from the affected departments?

- ❑ Does anyone else (BAiLS/BAS Council, your college curriculum committee, etc.) need to approve this proposal before it is submitted to UCC? If so, have the necessary approvals been attached or at least mentioned within this proposal?