**CHECKLIST FOR CURRICULUM SUBMISSIONS**

|  |  |
| --- | --- |
| **ITEM** | **COMPLETED** |
| 1. **Departmental Curriculum Approval**

*Use the Departmental Curriculum Approval form to indicate the approval of all departments/disciplines whose programs are affected by this proposal.* |  |
| 1. Overview of the proposal including a rationale
 |  |
| 1. **A MOTION for** **each proposal to be approved**

*Motions should clearly identify what is to be approved* |  |
| 1. **Course Template**

*Use the Course Template form for each course addition* |  |