Checklist for Course Action Request Form (CARF)

* All sections filled out
* Rationale fits with requested modification(s)
* Prerequisites listed for courses at 2XXX, 3XXX, 4XXX levels especially upper division
* Credit hours make sense
* Overlap mentioned or in title require email or signature from other dept. head
* Course description change requires old and new syllabi
* Correctly named (ex: ART 1000 CARF, ART 1000 CURRENT SYLLABUS, ART 1000 PROPOSED SYLLABUS)

Checklist for New Syllabus

* Course number and title
* Semester
* Instructor identified
* Phone, office, email, office hours
* Course meeting times, requirements satisfied by course
* Prerequisites
* Course description, objectives, outcomes
* Disability statement
* Readings, textbooks
* Requirements, assignments
  + Must be 20 percent difference between undergraduate and graduate work in dual listed courses
* Grading
  + Policies on late work, attendance, participation
  + Grading scale A=90-100 percent in addition to points or rubrics
* Excused absences, etc.
* Academic honesty
* Course outline
* Statement indicated changes can be made