

 **Proposal Checklist for Proposers and Approvers:**

As an approver in Kuali it is your responsibility to ensure that each proposal is complete and accurate. Please use the checklist below as a guide to help your proposal review:

* Is the effective semester correct?
	+ Proposals should be submitted to take effect at least a year in advance. For example, proposals for the Spring 2023 Curriculum cycle should list an effective semester of Spring 2024.
* Is there a clear justification that addresses the reason for the creation or change to existing course?
* Does the course use special equipment?
* Is the subject code, course number, and grading basis accurate?
* Are both committee selections “General (all)”?
* Are there any typos in the course information (short title, long title, description)?
* Are all state authorization questions answered?
* Is the course credit options correct?
	+ Is the course repeatable, if so, how many times?
* Are similar or cross-listed courses listed correctly?
* Does the pre-requisite and co-requisite logic match the text that will appear in the catalog?
* Is this course listed as a dependency in any other programs?
	+ If so, does the course change need to be updated in the program (i.e. a course number change, pre-requisite change, etc.)?
* Are the proper supporting documents attached?
	+ A syllabus is required for all new courses and courses that are proposing a course fee.
* If there is a course fee at all, please update all fields in the “Course Fee” area.
* Course Fee Checklist:
	+ Syllabus
	+ Learning Outcomes listed in Kuali Proposal AND in the syllabus (Be sure the Learning Outcomes listed in Kuali are the same as the outcomes on the syllabus.)
	+ Complete Itemized Budget
	+ Clear Fee Rationale
	+ Complete Chartfield
* If the course proposal requires a program change form, has this been submitted?
	+ Please meet with Lien Fan Shen *before* submitting a program change proposal to make sure all required documentation is gathered.