Course Proposal Checklist

CIM Submission:

_____ Cardinal Core proposed designation code listed in title (Example: ENGL 101 – Introduction to College Writing – WC)

_____ Instruction Mode
If online, please indicate asynchronous

_____ Prerequisites
Cardinal Core courses should have no prerequisites other than placement scores or other Cardinal Core courses (e.g., Math or English Composition).

_____ Effective Term
Cardinal Core courses are reviewed in late fall to be approved for the following academic year (effective summer term)

_____ Crosslistings with matching course description (if applicable)

_____ Check "Yes" for "Is course approved for Cardinal Core requirement" in the CIM request form.
Checking this box will trigger a review by the Cardinal Core Curriculum Committee (CCCC). (Please allow adequate time for the proposal to go through required unit level approvals to ensure the proposal is received by the Cardinal Core Office by the November 15th deadline.)

_____ Check the box(es) next to the desired course designations.
Courses requesting Diversity (D1 or D2) competency designation must also have a content area designation (AH, B, S, SL, OC, QR, SBH, SB, WC).

Syllabus:

_____ Syllabus attached to CIM as an MS Word Document

_____ All syllabus guidelines met:

- Department, course title, course number, and number of credits
- Course objectives
- Topics covered
- Course requirements
- Criteria for determination of grade
- Cardinal Core learning outcomes listed **verbatim**
- Statement of how each Cardinal Core learning outcomes will be addressed and assessed.*
- Date syllabus was prepared and by whom.

*The syllabus is meant to provide evidence that the course (and all sections thereof) will conform to the stated Cardinal Core learning outcomes that have been adopted (exactly as written) by the entire university. At a minimum, the established learning outcomes and corresponding assessment methods for each specific outcome must appear in the syllabus.