**CHECKLIST FOR CURRICULUM SUBMISSIONS**

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| **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* |  |