

CLA Dean's Office Checklist

Curriculum Change(s)

(Please complete the pertinent section of this checklist with change submission for approval & required signature)

SUBMISSION DEADLINES:

FALL catalog submissions (for the following Fall semester)

Due to CLA: **15 September**

Due to Faculty Senate Office: 1 October

ACADEMIC year catalog submissions

Due to CLA: **15 January**

Due to Faculty Senate Office: 1 February

MAJOR CHANGE FORM (COURSE)	
	Initials
Is the form filled out completely?	
Does the form have ALL signatures required?	
Is the reason/rationale(s) for EACH request attached? (i.e. New course, cross-list, GER, etc)	
Is a complete course outline or syllabus attached? (Refer to syllabus checklist with attached form)	
If this is a cross-listed course requiring a change, have you coordinated with other departments involved?	
If yes, are the supporting documents & signatures included in this package?	

MAJOR CHANGE FORM (REQUIREMENTS)	
	Initials
Is the form filled out completely?	
Does the form have ALL signatures required?	
Have Courses been approved?	
Does the package contain the "before" & "after" steps that have taken place for this change? (See CLA process package)	
Does the package contain appropriate support documents? <i>****Refer to instructions with form for specific documents requirements. (See CLA process package)</i>	

MINOR CHANGE FORM	
	Initials
Is the form filled out completely?	
Does the form have ALL signatures required?	
Is the reason for the request attached?	

REQUEST PREPARED BY: _____
(name & date)