

Suggestions from the Individual Course Committee for Faster Approval of Courses

- 1) Correct typos.
- 2) Prerequisite Text should be consistent with the current course forms and not use words that the Registrar cannot verify (e.g., "equivalent" and "forms"). This information could be added to the Course Description.
- 3) For prerequisites, if there is a course listed in the Prerequisite Text section then it should show up on the Prerequisite List and be identified as required or not. If the course is part of a string with "or," then it should be marked "no" for required.
- 4) GEC: double-check grade codes, paying special attention to undergraduate courses with GECs of 3 or 4 that include PR. Most undergraduate courses should have a GEC of 1 or 2.
- 5) Course numbering: follow the Q2S Guidelines for internships (*910), practicum (*920), and independent studies (*930).
- 6) Check that Expedited courses do not increase credit hours from the Alias course, i.e., the Alias course is 2 and the Expedited course is 3. These are new courses.
- 7) When a composite course combines courses and the credit hours change significantly (e.g. 2, 2 credit hour courses (4 credits total) goes to 1, 1.5 credit hour semester course), there should be an explanation for this in the discussion tab, it is likely that these courses will go back. One appropriate explanation would be accreditation requirements.
- 8) Courses with the same title are acceptable if this is the way they were identified under quarters.
- 9) Be careful with cutting and pasting; for example, do not exceed to the maximum character count under the Outcomes. Save the work and return to see if sentences have been truncated.
- 10) If a decision has been made to create a dual-listed graduate course using an alias course that is not currently dual-listed, it is neither Expedited nor Composite, it is a Semester course (new) at the graduate level.