**Proposal Checklist for Courses, Options, Minors, Changes to Majors**

As you work on your proposal in the CPS, use the following checklist to ensure your proposal keeps moving. Consult the **Help** buttons for each box for additional information.

**Course information**

* Effective term. See the [Catalog Year policy](https://apa.oregonstate.edu/pop/catalog-year).
* Course designator
* Course number ([guidelines](http://apa.oregonstate.edu/course-numbering-guidelines)). A discontinued course number [may not be re-used for 6 years](http://apa.oregonstate.edu/course-number-reuse). Check all new course numbers in Banner.
* [Course title](http://apa.oregonstate.edu/course-title)
* Course credit type (fixed or range)
* Number of credits
* Max credits to graduation
* [Grading mode](http://apa.oregonstate.edu/grading-mode) (A-F, Pass/No Pass)
* Courses taught schedule (What term is this course being offered?)
* [Schedule type](http://apa.oregonstate.edu/schedule-type)
* Campus location (Corvallis, Bend, Ecampus, HMBC, PDX)
* Course description: Does the description conform to policy on [course descriptions](http://apa.oregonstate.edu/course-descriptions)?
* Slash course (yes/no)
* Crosslisted course (yes/no)
* Equivalent courses
* Baccalaureate Core/WIC/DPD Course. Be sure to mark the top question yes or no. Then indicate the category.
	+ Will go to a page with questions specific to the category.
* Requisites: If there are prerequisites or co-requisites, indicate what the requirements are.
	+ Prerequisite logic. This section must be completed when there is more than 1 requisite.
* Justification: Narrative explaining why the course is important and needed.
* Programs requiring this course
* Contacts

**Syllabus** ([sample syllabus](http://apa.dev.acquia.cws.oregonstate.edu/sites/apa.oregonstate.edu/files/sample-syllabus.docx)):

* Drops, programs, X courses, and blanket courses proposals do **not** require a syllabus.
* New and change course proposals (including proposals for changes to prerequisites) require a syllabus.
* Does the syllabus meets [Syllabus Minimum Requirements](http://apa.oregonstate.edu/syllabus-minimum-requirements)?
* The Learning Outcomes should be written in measurable terms. See the Outcomes policy.
* [Slash courses](http://apa.oregonstate.edu/slash-courses) need differentiated Learning Outcomes for the different levels.

**Program change proposals**

* Changes to majors, minors, options, and certificates should include a proposed/current/comparison chart when possible. **Do not copy and paste** information from Word or other word processing program into this chart because it causes an error. Please type in the text.

**Liaison**:

* Liaise with units affected by the change (e.g., programs that use that course)
* Liaise with units that have similar interests or when the name or content could be seen as “encroaching” (e.g., contact the Math department about a course that uses statistics in the title or teaches statistical methods)
* Liaise with appropriate curricular contacts (e.g., faculty offering courses in related areas or content connected to the content of your course)

**Special considerations for crosslisted courses** ([policy](http://apa.oregonstate.edu/crosslisted-courses))

* Each listing unit must submit a separate proposal
* Each listing unit must use the same syllabus
* Syllabus must list all of the course designators (i.e. AREC/FW/FOR XXX)
* Show evidence of agreement to cross-list and to share in the development and teaching of the course (attach e-mail between unit heads)

Source: Office of Academic Programs and Assessment, updated 12/10/18