In the first round of approval, the following sections of the CourseLeaf CIM form will be inspected for completion and accuracy. Please ensure that the following sections are complete when submitting your course proposal.

1) Relationship to other courses clearly stated (topics, prerequisites, sequences, series)

2) If Group status is requested: Justification describes HOW the course meets selected criteria

3) If Multicultural status is requested: Justification describes HOW the course meets selected criteria

4) Effective Expanded Course Description that includes reference to Group/MC if applicable

5) Clear rationale for creating course, with attention to level and rigor

6) Clear description of curricular fit within sponsoring department and/or other programs

7) Student Engagement Inventory (SEI) includes estimates of workload supported by detail on syllabus

8) Learning Outcomes in terms of assessable skills/grasp of concepts. This should also be reflected on the syllabus.

9) Due diligence demonstrated on potential overlap with content of other courses

10) Sufficient faculty to sustain course at required level of frequency
    a) Lower division General Education courses must be taught every year
    b) Upper division General Education courses must be taught at least every two years
    c) Other courses must be taught at least every three years