

HINTS FOR COMPLETING THE COURSE REQUEST FORM “green form”

A. THE “GREEN FORM”

I. PROPOSED COPY

Proposed Bulletin Description: Check documents for accuracy.

Prerequisites: We must know if you desire these prerequisites to be enforced or publish only

DEFAULT ACTION BY SENATE COMMITTEES: Prerequisites will be publish only.

- a. Use table. Indicate Enforce or Publish Only.
- b. If table does not work, delete current table and re-create a similar table.
- c. If table still does not work, add text statements that provide the same information.

II. TITLE ABBREVIATION: 40 characters and spaces or less

III. RATIONALE

- a. Answer the questions appropriately so reviewers can understand your reason for request.
- b. Look carefully: Members are reading rationale and looking for the appropriate changes on the submitted documents (form and/or MCS).
- c. Suggestion: Use paragraph, numerical, alpha or bullet distinctions for each question so curriculum committee members can accurately understand the changes being requested.

IV. COURSE REQUIREMENTS

- a. READ CAREFULLY. When does MCS need to be submitted to senate committees?
- b. DEPARTMENT CURRICULUM COMMITTEES
 - Strive for Completeness and Quality.
- c. COLLEGE CURRICULUM COMMITTEES
 - Be the “gate keepers”.
 - CHECK to be certain all documents are accurate and that they match.

B. THE SAP Report aka Module Information or Module Report

- a. PLEASE READ THE ENTIRE REPORT TO UNDERSTAND WHO/WHERE/WHAT THIS CHANGE WILL EFFECT.
- b. CHECK THE LINES THAT ALL EFFECTED DEPARTMENTS WERE NOTIFIED, INCLUDING HOME DEPARTMENT. If desired, write in the date to indicate when the departments were notified.
- c. DEGREES:
 - Bachelors’ degrees: In most cases, no further action will need to be completed.
 - Masters’ degrees: Contact the appropriate department, if necessary.