

Check List for Course Proposals

Chair

Dean

Correct (latest) proposal form (**DO NOT USE CHROME**)
New/Reinstated Course

http://provost.wayne.edu/undergrad/course_forms/new_course_form_2014.pdf

Change in Existing Course

http://provost.wayne.edu/undergrad/course_forms/course_change_form_2014.pdf

Complete Syllabus with:

Grading Scheme (different schemes if dual UG/G course)

Undergrad -

<http://clasweb.clas.wayne.edu/Multimedia/CLAS/files/ChairResources/Undergraduate%20Grading%20Scheme.pdf>

Grad -

<http://clasweb.clas.wayne.edu/Multimedia/CLAS/files/ChairResources/Graduate%20Grading%20Scheme.pdf>

Learning Outcomes included in syllabus

Separate syllabi for concurrent courses (if applicable)

Old and new syllabi for revised courses (if applicable)

Signed the form electronically (additional signatures for
crosslists)

Submitted to online portal (<https://forms.wayne.edu/54e36bc0b0697>)

Questions can be sent to:

H. Dillaway (dillaway@wayne.edu)

Put course number in file name and subject line of email

Please note: When you send the course proposal please use the course name in the subject line of your email.