GUIDELINES FOR COURSE APPROVALS AND REMOVALS
Committee on Educational Policy

1. Is there a complete description of course attributes on the course approval form? (e.g., what students need to do to pass the course, student evaluation procedures, syllabus, prerequisites)

2. Does the content seem sufficiently rigorous?

3. Is there sufficient contact between the students and the faculty? 210 minutes per week for each student is the norm for a five credit course.

4. Is the student workload insufficient or excessive? 15 hours per week of student activity devoted to lectures/seminars, reading, and other preparation is the norm for a five-credit course.

5. Do restrictions, prerequisites and enrollment limitations, if any, seem appropriate?

6. Is the method of evaluating students adequate and appropriate?

7. How does the addition or removal of the course affect the overall curriculum of the sponsoring unit?

8. Are proposed General Education designations appropriate? Should the course be considered for a GE designation that has not been proposed?

9. For student-directed seminars:
   a) Is the student qualified (judging from NES and recommendation)?
   b) Is the supervising professor actively involved?
   c) 1-6 above.

Approved November 2, 1998