

DIVERSITY COURSE SUBMISSION CHECKLIST

Divison: _____

Department: _____

Course Prefix: _____

Course Number: _____

Course Title: _____

Faculty member: _____

Telephone: _____ - _____ - _____

Transferable Course		Non-Transferable Course	
	A central theme or focus of the course must be a topic pertaining to non-Western cultures or underrepresented (political, economic, ethnic, gender, religions, disabled, sexual orientation) groups within Western Culture.		A central theme or focus of the course must be a topic pertaining to non-Western cultures or underrepresented (political, economic, ethnic, gender, religions, disabled , sexual orientation) groups within Western culture
	The course must have a rigorous writing requirement (minimum 12 pages).		The course must have a rigorous writing requirement (minimum 5 pages).
	The course must be 200 level or above.		The course must be 100 level or above.
	Syllabus. (Must include a statement on infusing or weaving diversity throughout the course).		Syllabus. (Must include a statement on infusing or weaving diversity throughout the course).
	Reading lists if applicable.		Reading lists if applicable.
	Course description includes a diversity statement that is located in the catalog.		Course description includes a diversity statement that is located in the catalog.

Instructions:

Complete the curriculum committee's Master Course outline form. Next, complete the diversity course submission checklist form; submit a copy of the complete package to the Equity and Diversity office and get appropriate signature. Then submit the entire package and six copies to Curriculum Committee. Please contact the Equity and Diversity Office or Chair of the Curriculum Committee if you have questions regarding the form.

Signature of the Director of Equity and Diversity Office: _____

Date: ____/____/____