

Form 29 Checklist Instructions

What is the Checklist? The Checklist is a form to report information that is not on Form 29.

Why do we need a checklist? Course Add/Drop or Changes need to be routed to several different Rutgers offices. Form 29 is sent to Rutgers scheduling.

Unfortunately, Form 29 does not include information needed for Degree Navigator, the SEBS academic office, the Undergraduate Catalog, or the *Core Requirements Committee* (managers of the core curriculum). For this reason a Checklist supplement to Form 29 has been created.

For your course proposals please fill out both Form 29 and the Checklist.

Instructions for completing Form 29 (these fields are self-explanatory)

Instructions for completing the Checklist

Pre(Co)-requisite(s)- list all pre- and co-requisites for either new or changed courses.

Have Pre(Co)-requisites changed?: If changed for an existing course list the prior pre-requisites or co-requisites.

Exact Equivalency: List courses that are equivalent.

If the catalog number has changed list prior number: List the course number immediately prior to the present change.

Other Instructions: Add any other relevant information, for example, grading type change or information needed to explain another item on this form or Form 29

Has this course been certified for the Core Curriculum? If yes, state the Learning Goal for which it has been certified. Answer YES only if the course has obtained certification from the *Core Requirements Committee*.

Provide a brief course description: If the content of an existing course has changed or if a new course has been approved please provide a course description appropriate for the *New Brunswick Undergraduate Catalog*. Note: Catalog descriptions are typically about 30 words, and must never exceed 75 words (500 characters).