

## **Attachment 1B: Narrative for Department Application for Provisional Approval**

1. Process for attaining provisional approval:
  - A) Presentation of course materials to the faculty of the Department (full and part time), for consideration at least five working days prior to the date set for a response from the school or divisional faculty.
  - B) Method and outcome of the school or divisional provisional approval process.
  - C) If the proposal is cross school or cross-divisional, steps 1 & 2 should be carried out and documented for each school or division.
2. A statement of the course catalogue description.
3. A statement of rationale for the course-- why should it be included in the curriculum?
4. The syllabus for the course, including an outline and a bibliography.
5. A statement of the relationship of this course to other courses in the curriculum (e.g., is there a thematic relationship? Is the course an extension of an existing course? Will the course replace courses currently in the curriculum?)
6. A statement of how the school or division plans to staff the course.
7. A list of requested Library acquisitions for the course prioritized as: critical, highly recommended, desirable.