**SCAAF NEW COURSE APPROVAL MOTION FORM CHECKLIST**

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**General Information/Instructions:**

 Ensure all sections of the motion form are completed by checking them off on this checklist.

 Instructions for completing the motion form are highlighted in yellow on the motion form. Remove all text which is highlighted in yellow from the motion form once the motion form has been completed.

 Complete the sections highlighted in blue in the footer of the motion form.

 In every section of the motion form, insert information as requested, or indicate “none” or “not applicable”; do not leave any sections in the motion form blank.

 Contact the Library to request “Library Holdings” form be completed. Please submit draft motion form to library and allow 1-2 weeks for processing.

**Please confirm completion of ALL sections on the motion form, paying particular attention to those noted below:**

 **A. “Description of the Course” Section:**

 1. Ensure the “Proposed semester of first offering” is no sooner than the upcoming semester.

 3. Confirm the new course number with the Office of the Registrar.

 6. Ensure the Calendar Course Description follows the “Calendar Course Description Guidelines.”

 7. a) If the course can be taken more than once for credit, ensure that the Calendar Course Description contains the following statement: *“This course may be repeated to a maximum of XX credit hours if the material is substantially different.”*

 **C. “Relation to Other Program Areas” Section:**

 6. If this course is replacing an existing course that is included in one or more transfer agreements with external institutions, please consult with the Articulation Officer in the Office of the Registrar.

 **D. “Resources Required” Section:**

 1. Ensure that all sections are completed and if no additional resources are required, indicate “not applicable.”

 iii. Complete the “Library Holdings” Form and submit it with the motion form.

 **E. “Additional Attached Materials” Section:**

 1. List and attach any additional material related to this proposed new course motion.

 **F. “Other Considerations” Section:**

 1. If the new course has First Nations content (to be determined by the relevant Faculty Council(s)), you must forward the motion to the Senate Committee on Indigenous Initiatives (SCII)

 ***prior to*** forwarding it to the Senate Committee on Academic Affairs. Please note that if SCII needs to review the motion, advancement of the motion to Senate will be delayed by one month.

 3. Record the number of attachment pages, if any (in addition to the “Library Holdings” form).