**Top Reasons Why ICC Returns Courses**

***Note: These are common reasons for course returns, but not an exhaustive listing.***

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| **REASON FOR RETURN** | **HOW TO REMEDY** |
| Course Change: The “course change explanation” is not properly filled out | For each change you are making to a course, note 1) what you are changing, and 2) why you are making that change. Please be as specific as possible so the committee has a good understanding of the changes you are requesting and the reasons why you are making them. |
| Prerequisite text and prerequisite list do not match  | If a prerequisite course is listed as an option (e.g., CSD 1080 or 2050) then the prerequisite list must include each course and indicate “no – not required.” If a prerequisite course must be taken (not an option among other courses), then the prerequisite list must include the course as “yes – required” |
| Student learning outcomes are not measurable | If you are making changes to the outcomes or creating a new course, please see Appendix D of this guide for assistance. |
| Typos | While accuracy is expected on all fields on the course proposal forms, carefully proofread the course short name, long name, course description, and prerequisite text for typos (as these are all published aspects of the course). |
| Summative experience | Please indicate the summative experience in the “summative experience” field, *even if it is already listed in the key grade factors for the course.*  A summative experience is the final culminating product for the course. A formal final exam (written in class) is required in all courses with letter grades unless the instructor substitutes another method of evaluation (e.g., project).  |
| Course components  | If more than one component is selected for a course, each component will be scheduled separately (this is common for courses that have lecture and lab sections). Multiple components should not be used if there is not a defined separate section for the secondary component. |
| Course short and long name | -Abbreviate words in short name so they may be easily deciphered. Please use standard abbreviations whenever possible (many are listed see Appendix B in this guide). Avoid odd abbreviations of words.-Delete small words (such as of, and, the, etc.) before trying to abbreviate more essential words in the course short name-Make sure the first letter in each key content word in the course name (short and long) is capitalized.-Do not use punctuation marks unless it is crucial to the meaning of the course name. -An ampersand (&) is acceptable to join words in short or long name.-Acronyms specific to a discipline or that someone outside the academic department would not know or understand should not be used. |

March, 2015: Added to *Guidelines for Submission of New Course Proposals and Course Changes*