

IAI Course Submission Checklist

Use this checklist before submitting a course for IAI review.

Required for All Course Submissions

- ✓ Course prefix, number, title, credit hours, contact hours, and laboratory or studio hours (if applicable)
- ✓ IAI code if course has previously been approved
- ✓ Official institutional catalog course description
- ✓ Prerequisites (including institutional course number, title, and IAI code, if applicable)
- ✓ Delivery method(s), including online instruction when applicable
- ✓ Current textbook(s), readings, and instructional resources (*links to open access materials*)
- ✓ Clearly stated student learning outcomes
- ✓ Detailed topical outline and weekly schedule that goes beyond chapter numbers and titles
- ✓ Methods of evaluating student learning that align with the learning outcomes
- ✓ Grading scale and criteria
- ✓ Assignment descriptions, including readings, writing assignments, projects, and other major assessments

Prepare Before You Submit

Before submitting a course for IAI review, compare your syllabus and supporting materials to the official IAI course description and the panel's Course Approval Criteria. If revisions are needed, work with faculty to complete them before submitting the course for review. Careful preparation helps reduce delays and increases the likelihood of a successful panel review.

Additional Requirements for Laboratory Courses

- Include a detailed lab outline describing activities, methods, materials, and learning outcomes.
- If using a custom or institution-developed lab manual, include three representative laboratory exercises unless otherwise specified by the panel.

Additional Information

- Complete curricular revisions before submitting whenever possible.
- Submitted files cannot be edited after submission. Contact itransfer@itransfer.org if revisions are needed.
- Submission deadlines: March 1 and October 1 at 5:00 p.m. If a deadline falls on a weekend, it moves to the following Monday.