

NEW COURSE
100% new content

CHECKLIST

STEP #1 - Email Dana (copy Michele) with:

- _____ Description of proposed changes
- _____ Requested date to be presented at CCC
- _____ Draft Syllabus and Curriculum Map

STEP #2 – AFTER Dana’s feedback, prepare materials:

- _____ Substantial Curriculum Change Form
- _____ General Education Application, if applicable
 - _____ Consult Erin Presley and JP Steans before completing application
- _____ Syllabus
- _____ Curriculum Map *
- _____ Four-Year Planner (undergraduate) *
- _____ Recorded Department Committee Approval Vote

STEP #3 – Send materials to Michele as attachments to a single email by CCC materials due date.

* New courses that are included in a new or substantially revised program should be submitted as a collection.