

## REVISED COURSE - ROUTINE OR EDITORIAL

**ROUTINE:** 25-49% revised content measured via student learning outcomes, description, and/or title  
*Examples: Prerequisite and corequisite changes*

**EDITORIAL:** 0-24% revised content as measured via student learning outcomes, description, and/or title  
*Examples: Course title change, prerequisite change, drop former equivalent course number*

### CHECKLIST

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

- \_\_\_\_\_ Description of proposed changes
- \_\_\_\_\_ Requested date to be presented at CCC
- \_\_\_\_\_ Draft Syllabus with marked & highlighted changes

**STEP #2 - AFTER Dana determines this is a routine or editorial change, prepare materials:**

- \_\_\_\_\_ Routine Curriculum Change Form
- \_\_\_\_\_ Revised Syllabus
- \_\_\_\_\_ Recorded Department Committee Approval Vote

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