

## **REVISED COURSE - SUBSTANTIAL**

50-99% revised content as measured via student learning outcomes, description, and/or title

*Examples: Renumbering course to a different level (e.g. 200 to 300), revising more than 50% of student learning outcomes*

### **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 confirms this is a substantial change, prepare materials:**

- \_\_\_\_\_ Substantial Curriculum Change Form
- \_\_\_\_\_ General Education Approval Form, if applicable
  - \_\_\_\_\_ consult Erin Presley and JP Steans before completing form
- \_\_\_\_\_ Revised syllabus
- \_\_\_\_\_ Revised Curriculum Map, if impacted
- \_\_\_\_\_ Revised Four-Year Planner, if impacted
- \_\_\_\_\_ Recorded Department Committee Approval Vote

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