



LONG BEACH COMMUNITY COLLEGE DISTRICT

COURSE EVALUATION SUBMISSION CHECKLIST

Documents listed for each course action must be submitted together electronically to curriculum-desk@lbcc.edu to be considered by the committee. Incomplete submissions will be returned. For questions or assistance, refer to the Curriculum Handbook or contact the CE subcommittee chair. For technical assistance, please contact IITS. All forms must be complete, thoroughly vetted, reviewed and signed by your department head and dean.

Underlined forms listed below are links to the documents themselves. Forms available at [Course Curriculum Forms website](#).

NEW COURSES & REACTIVATIONS	
<input type="checkbox"/>	<u>DRAFT COURSE OUTLINE</u> (complete, edited for grammar and content, and signed & thoroughly reviewed by author, department chair & division dean.)
<input type="checkbox"/>	<u>NEW COURSE PROPOSAL FORM</u>
<input type="checkbox"/>	<u>NON CREDIT PROPOSAL FORM</u>
<input type="checkbox"/>	<u>REQUISITE VALIDATION FORM</u> (if applicable)
<input type="checkbox"/>	<u>MATERIALS FEE TEMPLATE</u> (if applicable)
<input type="checkbox"/>	<u>DRAFT EDITED or NEW PROGRAM OF STUDY</u>
COMMENTS:	
MODIFICATIONS (including materials fees)	
<input type="checkbox"/>	<u>DRAFT COURSE OUTLINE</u> (complete, edited for grammar and content, and signed & thoroughly reviewed by author, department chair & division dean.)
<input type="checkbox"/>	<u>COURSE MODIFICATION FORM</u>
<input type="checkbox"/>	<u>REQUISITE VALIDATION FORM</u> (if applicable)
<input type="checkbox"/>	<u>MATERIALS FEE TEMPLATE</u> (if applicable)
<input type="checkbox"/>	<u>DRAFT EDITED PROGRAM OF STUDY</u> (if applicable)
COMMENTS:	
DISTANCE LEARNING ADDENDUM	
<input type="checkbox"/>	<u>DISTANCE LEARNING ADDENDUM</u> Requires consultation with & signature of Director of ITDC <u>Distance Learning Guidelines</u>
COMMENTS:	
HONORS ADDENDUM	
<input type="checkbox"/>	<u>HONORS NEW COURSE PROPOSAL FORM/ADDENDUM</u> Requires consultation with & signature of Honors Program Coordinator
COMMENTS:	
INACTIVATIONS	
<input type="checkbox"/>	<u>COURSE MODIFICATION FORM</u> Provide evidence of Department-wide consultation and consultation with Dean, Academic Services.
<input type="checkbox"/>	<u>DRAFT EDITED PROGRAM OF STUDY</u> For any programs on which course(s) may reside.
<input type="checkbox"/>	<u>CTE COURSE INACTIVATION</u> Requires advisory committee recommendation/meeting minutes.
COMMENTS:	