

What is the overall **course approval** process ?

There are 10 basic steps for new courses and substantial course modifications, including inactivation, reactivation, honors and distance learning addendums.

1. Faculty create **draft course outline** in database.
2. Faculty complete required forms listed on **Curriculum Submission Checklist** on Curriculum Forms site.
3. Faculty **submit electronically** the above to Academic Services via Monique Fernandez.
4. Complete submissions are uploaded to **Course Evaluation queue** in order received.
5. **Course Evaluation subcommittee** reviews, votes and, if approved, recommends to Curriculum Committee.
6. **Curriculum Committee** reviews, votes whether to approve.
7. If approved, Curriculum Committee recommends to **Board of Trustees**. *
8. BOT reviews and, if approved, recommends to **Chancellor's Office**. *
9. Chancellor's Office reviews and, if approved, contacts **Academic Services, who notify faculty author**. *
10. Course can be added to **catalogue** and offered to students. **

* Not required of all curriculum actions

** Semester can be offered will vary depending on catalogue deadline.

