

## **Curriculum Forms Site**

### **Minimum Standards for Acceptance of Curriculum Proposals**

This is an abbreviated version of the requirements for acceptance of curriculum proposals to begin the formal curriculum approval process. To view the complete document please go to the [Curriculum Review page](#).

#### **General Standards**

- All documents are to be the most current version, which can be found on the curriculum forms website.
- All documents are to be word-processed.
- Complete and current signatures on all submitted documents are required.
- All required documents must be submitted simultaneously for a proposal to be accepted by the published deadline on the [Curriculum Review Deadline calendar](#).
- New course submission acceptance will follow according to the school groupings published by the Academic Services Office on the [Curriculum Review Deadline calendar](#).

#### **Specific Standards**

##### **Course Change Form**

- All changes are to be completely identified where requested on the document. (Removal of an item will need to be noted accordingly.)
- This document must contain a complete and thorough reason, for each of the requested changes, in the identified section.
- Any submitted change request will alter an existing course outline, so an updated, “draft” course outline must be created on the [course outline website](#). This draft must reflect all requested changes and have all authorization signatures.
- A [materials fee memo](#) is required for the establishment of a new fee or adjustment to an existing fee. Further information can be obtained from the [Faculty Curriculum Reference Book](#).

##### **New Course Supplemental Information Form**

- A response is necessary for every question. “NA” may be an appropriate response.
- An attached Curriculum Guide is required, except for “stand alone” courses, which are not part of any approved program.
- The attached Curriculum Guide must identify the new course’s placement within the program.
- Vocational classes will require the submission of advisory committee minutes appropriate for the course proposal.

Requisite Page Scrutiny Form (located on Course Outline website)

- An addition, deletion, or change to any requisite requires the corresponding reflection of this exact information on both the draft course outline's face page and requisite page.
- The department must provide the requested 4 to 6 discrete learning outcomes of student skills and knowledge in the requested space.

**For Reference:**

[Course Outline Website](#)

[Curriculum Form Website](#)

[Curriculum Reference Website](#)