



<input type="checkbox"/> ORIGINAL
<input type="checkbox"/> COPY

Program name and/or Course Number \_\_\_\_\_ Initiator's Name \_\_\_\_\_ Date \_\_\_\_\_

1. Chairperson/Instructor (ALL FORMS MUST BE GRAMMATICALLY CORRECT AND TYPED)

<input type="checkbox"/> <b>Form A:</b> (existing course minor change)	<input type="checkbox"/> <b>Form B:</b> (new course request)	<input type="checkbox"/> <b>Form C:</b> (degree/program changes)
__Justification	__Syllabus/Course outline	__Program outline new & old
__Transferable	__Justification	__Justification
	__Main Campus Support(If Type II *see back)	__Needs Analysis
	__Transferable	__Articulation Letter
	__Articulation Letter	

2. Department Chair: \_\_\_\_\_

- Corrections of Syllabus/ Course Outline format  Yes  No
- All required forms attached  Yes  No

3. Dean of Instruction: \_\_\_\_\_

- Budget Implication  Yes  No
- Review for appropriateness  Yes  No

4. Zollinger Library Faculty Representative:  Yes  No \_\_\_\_\_

5. Reviews by the Manager of Computing Services:  Yes  No \_\_\_\_\_

6. Registrar (*Two Weeks Before the Curricular Committee*):

- Duplication of course/program  Yes  No
- Duplication of Main Campus course/program  Yes  No
- Appropriate number of course  Yes  No
- All required forms submitted  Yes  No

\_\_\_\_\_  
Signature Date

7. Dean's Assistant for distribution to Curricular Committee members \_\_\_\_\_  
Date

8. Curricular Committee Action:  Approval with revisions  Tabled  Approved as Submitted  
 Rejected: Reason \_\_\_\_\_

\_\_\_\_\_  
Chair Signature Date

9. Faculty Senate Approval  Yes  No: Reason \_\_\_\_\_

\_\_\_\_\_  
President Signature Date

10. Dean's Assistant notified department to press "Submit to Dept. Chair" button on Curriculum Workflow:

\_\_\_\_\_  
Date

\*

- Branch Course Type I      Check this if the course is academic in nature and will transfer (as is to the main campus with no questions asked. **(HAVE DOCUMENTATION THAT THIS WILL OCCUR – THAT IS SIGNED BY ACCEPTING DEPARTMENT ON CAMPUS).**
- Branch Course Type II      Check this if the course is academic in nature and not generally given blanket acceptance but may be accepted for certain programs. **(AGAIN, HAVE DOCUMENTATION THAT STATES WHEN AND WHO WILL ACCEPT IT AND IF ANY CIRCUMSTANCES EXIST).**
- Branch Course Type III      Check this if the course is vocational/ Technical or academic but carries a “T” designation. This course is not transferable.

Full, precise, complete listing:

Description: course description as it will appear in catalog and on course syllabus. Duplication rarely occurs within the branch campus, but do check with other departments and include a statement as well as the required signatures from these departments about any duplication. If there is a problem, please get it cleared up before it comes to the curriculum committee. The curriculum committee is not an arbitration committee.