ROUTING SLIP FOR CURRICULAR CHANGES

Program name and/or Course Number

Initiator’s Name

Date

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

☐ Form A: (existing course minor change)  ☐ Form B: (new course request)  ☐ Form C: (degree/program changes)

☐ Justification

☐ Syllabus/Course outline

☐ Program outline new & old

☐ Transferable

☐ Justification

☐ Main Campus Support (If Type II *see back)

☐ Needs Analysis

☐ Transferable

☐ 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.