

PROGRAM APPROVAL ROUTING CHECKLIST

DEPARTMENTAL ACTION

1. Program Number _____ HEGIS CODE _____
Program Title _____
(No more than 70 characters)
2. Program Status New _____ Revision* _____ Effective Date _____
(if different from next catalog publication)

**For a program revision, a cover memo comparing the current and proposed program revisions should be submitted following the instructions in Section 8 of the Curriculum Handbook*

Program Revision Checklist

The following check list should be used for program revisions, new minor proposal and minor revisions. This checklist will help departments avoid some of the most common mistakes made on program revisions. Your use of the checklist will allow the College Senate Curriculum Committee to focus its review on more substantive issues, thus expediting the approval process.

- _____ 1. Proposal includes all information required in the *Directory of Policy Statements*.
 - _____ 2. Proposal has been proofread for spelling, punctuation, grammar, style and gender neutral language.
 - _____ 3. Cover memo explains the program revisions in a side by side comparison of the current and proposed program. (Please make sure to include explanation of the changes.)
 - _____ 4. There are **no hidden** prerequisites.
3. Approved with confirmation that all necessary laboratories, studios, resources, facilities and personnel for support of this program are available.

Date *Signature, of Department Chairperson* *Department*

4. Faculty Curriculum Committee Action (if applicable) _____

Date *Signature, Chair, Faculty Curriculum Committee* FAH FASE FNSS
Faculty (Circle One)

DEAN'S ACTION

Approved with confirmation that all necessary laboratories, studios, resources, facilities and qualified faculty for support of this course are available.

Date *Signature of Dean*

(OVER)

