

Academic and Curriculum Committee

**Course Proposal Checklist:**

\*\* All documentation must be delivered to the ACC Chair two weeks prior to a scheduled ACC meeting, both in hardcopy and electronically. \*\*

- Informed Department Chair of the proposal and its scope.
- Spoke with Department Chair(s) which this change may affect and obtained signature(s).
- Checked with MCCS sister colleges for numbering, pre-requisites, currency and certification or degree requirements.
- Checked with accrediting body/advisory board, if necessary.
- Completed the Course Proposal form with all required signatures and attached supporting documentation.
- Included the credit hour breakdowns: credits = lecture/labs/shop times
  - Lecture: 15 hours = 1 credit    - Lab: 30 hours = 1 credit    - Shop: 45 hours = 1 credit
  - This information needs to be included in the Course Description.
- Attached statement of justification.
- Attached syllabus.
- Reviewed proposed changes with Academic Dean.
- Met with ACC Chair and reviewed documentation and forms.
- Submit all completed documents in both paper and electronic format to ACC Chair.

**Change or deletion:** *attach statement of justification.*