

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.
- 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.*