

Pilot Continuous Course Review

1. What changes can be made via Continuous Course Review?

A proposal for a **modified or new course** can be made via Continuous Course Review, UNLESS it would

- a) affect a program in another department (an exception may be made provided a memo of agreement is supplied), or
- b) create a new course requirement for students on current or prior catalogs (an exception may be made if the new course is offered as an alternative to a current course requirement and is the same or fewer units), or
- c) result in an increase in units in a required course.

These changes need to be requested during a Catalog Review cycle.

Note: proposals must be received by dates below to be considered for that term, otherwise course will be considered for the next term.

2. Course Modification

How? Use the [Course Modification](#) form to propose changes.

If your proposal affects a GE course, consult the [GE website](#) and/or the GE office.

Who?		When?			
X	Department Curriculum Chair	Departments & Colleges Set their own dates			
X	Department Chair/Head				
X	College Curriculum Committee & Chair				
X	College Dean				
		Fall	Winter	Spring	Summer
?	<i>If GE course, GE Committee</i>	2/15	4/1	10/1	1/15
X	Vice Provost for Academic Programs Summary of Course Modifications	5/1	9/1	12/15	4/1

3. New Course

Use the [Course Proposal](#) form to propose a new course.

If your proposal affects a GE course, consult the [GE website](#) and/or the GE office.

Who?		When?			
X	Department Curriculum Chair	Departments & Colleges Set their own dates			
X	Department Chair/Head				
X	College Curriculum Committee & Chair				
X	College Dean				
		Fall	Winter	Spring	Summer
?	<i>If GE course, GE Committee</i>	2/15	4/1	10/1	1/15
X	Academic Senate Curriculum Comm	3/1	4/1	10/1	1/15
X	Academic Senate (consent agenda) Summary-Continuous Review New Courses	3/22	5/8	10/22	2/22
X	Vice Provost for Academic Programs	5/1	6/15	12/15	4/1