* SECTION 1 to be completed by CURRICULUM AUTHOR
* SECTION 2 to be completed by CHAIR/DIRECTOR
* SECTION 3 to be completed by DEAN
* SECTION 4 to be completed by REGISTRAR & STAFF

**SUBMIT TO AREA ADMIN. ASSISTANT AFTER SECTIONS 1-4 ARE COMPLETE TO BEGIN SIGNATURE PORTION OF THE PROCESS.**

* SECTION 5 to be completed by CURRICULUM COUNCIL CHAIR & RECORDER
* SECTION 6 to be completed by VPI

| **SECTION 1: AUTHOR** |
| --- |
| New, Change or Archive?  | Choose an item. | **Rationale/reasons for this request:**  |
| Effective Quarter: | Choose an item. |
| If proposed course will replace current, when do we archive current course? | Choose an item. |
| **CURRENT** | **PROPOSED** |
| Subject and Catalog # |
| Course Subject and Number: | (i.e. AGBUS 100. | Course Subject and Number: | (i.e. AGBUS 100. |
| ctcLink Course Number: | Insert number here. | ctcLink Course Number: | Insert number here. |
| Short Course Title (limit 30 characters) |
|  |  |
| Long Course Title |
|  |  |
| Course Description |
|  |  |
| Course Learning Outcomes |
|  |  |
| Course Topics |
|  |  |
| Total Credits/Variable Credit |
| Minimum:  |  | Maximum: |  | Minimum:  |  | Maximum: |  |
| Course Components |
| Course Components: | Choose an item. | Course Components: | Choose an item. |
| Quarters Offered |
| Year 1 (list quarters): |  | Year 1 (list quarters): |  |
| Year 2 (list quarters): |  | Year 2 (list quarters): |  |
| Miscellaneous |
| Permit Open Entry/Exit? | Choose an item. | Permit Open Entry/Exit? | Choose an item. |
| Grading Basis: | Choose an item. | Grading Basis: | Choose an item. |
| Instructor/dept. consent required? | Choose an item. | Instructor/dept. consent required? | Choose an item. |
| Hide from Class Search? | Choose an item. | Hide from Class Search? | Choose an item. |
| ***Approved By:***  |  | ***Date:***  |  |

| **SECTION 2: CHAIR/DIRECTOR** |
| --- |
| Enrollment Requirements & Equivalencies |
| Prerequisite: |  | Pre-requisite: |  |
| Co-requisite: |  | Co-requisite: |  |
| Equivalencies: |  | Equivalencies: |  |
| Cross-Listed Courses: |  | Cross-Listed Courses: |  |
| *Notes and comments:*  |
| ***Approved By:***  |  | ***Date:***  |  |

| **SECTION 3: DEAN** |
| --- |
| **CURRENT** | **PROPOSED** |
| CONFIRM: Total Credits/Variable Credit |
| Minimum:  |  | Maximum: |  | Minimum:  |  | Maximum: |  |
| Components & Credit-to-Hour Details |
|  | CR |  | HRS |  | CR |  | HRS |
| LEC/[Theory](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-5.aspx) (1 CR = 1 hour/week): |  | x1= |  | LEC/[Theory](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-5.aspx) (1 CR = 1 hour/week): |  | x1= |  |
| LAB/Guided Practice (1 CR = 2 hours/week): |  | x2= |  | LAB/Guided Practice (1 CR = 2 hours/week): |  | x2= |  |
| CLIN/Field-Based (1 CR = 3 hours/week):  |  | x3= |  | CLIN/Field-Based (1 CR = 3 hours/week):  |  | x3= |  |
| Total Credits & Weekly Contact Hours:  |  |  |  | Total Credits & Weekly Contact Hours:  |  |  |  |
| Coding & Financials |
| [CIP](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf) Code: |  | [CIP](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf) Code: |  |
| Default Section Size/Cap: |  | Default Section Size/Cap: |  |
| Course Attributes: | Choose an item. | Course Attributes: | Choose an item. |
| Course Attributes: | Choose an item. | Course Attributes: | Choose an item. |
| Course Attributes: | Choose an item. | Course Attributes: | Choose an item. |
| Fees identified/requested: |  | Fees identified/requested: |  |
| Does a budget exist for this subject? | Choose an item. | Does a budget exist for this subject? | Choose an item. |
| Dean is required to present course to applicable instructional faculty (all campuses) for consideration. Date Presented:  |  |
| *Notes and comments:*  |
| ***Approved By:***  |  | ***Date:***  |  |

| **SECTION 4: REGISTRAR** |
| --- |
| **CURRENT** | **PROPOSED** |
| Coding & Attributes |
| Academic Group: | Choose an item. | Academic Group: | Choose an item. |
| Academic Org: | Choose an item. | Academic Org: | Choose an item. |
| Funding Source: | Choose an item. | Funding Source: | Choose an item. |
|  Intent: | Choose an item. | Intent: | Choose an item. |
| Mult Enrl in Term: | Choose an item. | Mult Enrl in Term: | Choose an item. |
| # Completions Allowed: | Choose an item. | # Completions Allowed: | Choose an item. |
| Enrollment Req Group: |  | Enrollment Req Group: |  |
| *Notes and comments:*  |
| ***Approved By:***  |  | ***Date:***  |  |

| **SECTION 5: CURRICULUM COUNCIL** |
| --- |
| ***Date Received by Council:*** |  | ***Notes and comments:*** |
| ***Curriculum Council Reviewer*** |  |
| ***Recorded Vote:*** |  | ***Date:*** |  |
| ***Curriculum Council Chair:*** |  | ***Date Certified:*** |  |

| **SECTION 6: VICE PRESIDENT OF INSTRUCTION** |
| --- |
| ***Notes and comments:***  |
| ***VP of Instruction:***  |  | ***Date:*** |  |