CCH - CHAFFEY APPROVAL PROCESS - NEW COURSES

Approval Process for New Courses

Step 1
Originator Submits Proposal in CurricUNET. Dean must ok the proposal to launch it into the queue in CurricUNET.

Step 2
Discipline Coordinator Reviews Proposal
Curriculum Committee Copyeditor Edits Proposal
Curriculum Representative Reviews Proposal
Dean Reviews Proposal
Discipline Reviews Proposal (optional)

Step 2a
Originator Makes Changes Requested by Reviewers

Step 3
Articulation Officer Reviews Proposal
Catalog Schedule Coordinator Reviews Proposal
Disability Programs and Services Reviews Proposal (optional)
Information Technology Reviews Proposal (optional)
Research Librarian Reviews Proposal
Office of Instruction Reviews Proposal

Step 4
Curriculum Committee Technical Review Chair Reviews Proposal

Step 4a
Originator Makes Changes Requested by Reviewers

Step 5
Curriculum Committee Does First Reading of Proposal

Step 5a
Originator Makes Changes Requested by Curriculum Committee

Step 6
Curriculum Committee Does Second Reading of Proposal

Step 6a
Originator Makes Changes Requested by Curriculum Committee

Step 7
Curriculum Committee Gives Final Approval

Step 8
Office of Instruction Implements Course with Approval of Board of Trustees