



Instructions for Proposing External Curriculum Changes

Step 1:

Write a letter of intent to the VPASA using the template provided (make sure you are really making an external change!) Give as much information as you think is appropriate for the VPASA to make an informed decision. Attach both the *current* and the *proposed* syllabus outline if appropriate.

Step 2:

If the VPASA approves the letter, it will be presented to the system VPAA team. If they approve the letter, you are ready to move the Step 3. If the VPASA or the VPAA team deny approval, you must make the recommended changes before presenting it again.

Step 3:

Use your EZ Login to access my.ccsnh.edu. Go to Forms>>Academic Affairs>>CCSNH Academic Forms. Select the change you are proposing, and complete and submit the form.

Step 4:

If your external change also involves internal changes, you should begin the internal process now.

Step 5:

The VPASA will work with you to bring your proposal to the VPAA team. You may or may not be asked to present to them in person.

Step 6:

If the proposal is denied, the process ends.

If the proposal is conditionally approved, follow the recommendations of the VPAA team.

If the proposal is approved, the VPASA will procure the necessary CCSNH signatures and inform NECHE and the DOE as appropriate.

3/22/21 Office of the VPASA

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