



## Instructions for Proposing Internal Curriculum Changes

### Step 1:

Download and fill out the internal change form (make sure you are really making an internal change!) Give as much information as you think is appropriate for the committee to make an informed decision. Attach both the *current* and the *proposed* syllabus outline (common course outline).

### Step 2:

Have the following people sign the form: Your Department Chair (if that's you, you sign), the Registrar, and the Director of Financial Aid. There is an "other" line in case you need an additional signature (example: if something you are changing affects the library, you should have the Library Director sign).

### Step 3:

Once you have those signatures, send to the VPASA. If the VPASA approves, they will send to the Curriculum Committee Chair for addition to the next CC meeting.

### Step 4:

The CC Chair will invite the program director to the next committee meeting.

### Step 5:

Attend the CC meeting to answer questions about your proposal.

### Step 6:

If the proposal is denied, the process ends.

If the proposal is conditionally approved, follow the recommendations of the CC.

If the proposal is approved, the CC Chair will sign it and send to the VPASA.

The office of the VPASA will ensure that that the changes are in the catalog for the following year.

*Please note: If the internal proposed changes are part of a larger proposal that requires external approval, you should engage in both processes **simultaneously**.*

3/1/21 Office of the VPASA

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