Submission Guidelines and Checklist

Please submit courses and programs (new or revisions) using the following guidelines:

* Submit to: [curriculum@barstow.edu](mailto:curriculum@barstow.edu)
* Only 1 course/program per email
* Identify course name in subject line (ex: ENGL 1A)
* All documents must be in Microsoft Word format
* Dean “signature” should be typed in with date *after* Dean has verified it
* CC the Dean on the email
* All required forms (please see checklist below) must be submitted on one email

**New Course – Credit or Noncredit**

New Course Approval Form

New COR

DE Approval/Materials Form (as applicable)

**Existing Course Revision**

Course Modification Form

Revised COR

**New Program**

AA/AS Program Outline (for Local degrees) ***OR***

Certificate Program Outline (for Credit or Non-Credit Certificates)

Credit Certificate Narrative

**Existing Program**

Program Modification Form

AA/AS Program Outline ***OR*** Certificate Program Outline

**New ADT**

ADT Program Outline

ADT Narrative

TMC (Transfer Model Curriculum) can be found at [www.cccco.edu](http://www.cccco.edu)

**Existing ADT**

Program Modification Form

ADT Program Outline

ADT Narrative

TMC (Transfer Model Curriculum) can be found at [www.cccco.edu](http://www.cccco.edu)