Submission Guidelines and Checklist

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

* Submit to: 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)