SUBMISSION GUIDELINES AND CHECKLIST

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

- ✓ For revisions: highlight all fields that are being changed
- ✓ Have Dean sign and date all fields that say "Area Dean"
- ✓ 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
- ✓ 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

☐ Current Program Narrative

New ADT
☐ ADT Program Outline

☐ ADT Narrative

☐ TMC (Transfer Model Curriculum) can be found at www.cccco.edu

Existing ADT
☐ Program Modification Form

☐ ADT Program Outline

☐ ADT Narrative

☐ TMC (Transfer Model Curriculum) can be found at www.cccco.edu