



## 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:

**Submit the internal change form along with all relevant documents to the Curriculum Committee Chairperson. The Chair will collect signatures from appropriate signatory (Financial Aid, Registrar, VPASA) via Adobe Sign.**

### Step 3:

Once signatures are collected, the Curriculum Committee Chair will add the proposal to the next scheduled committee meeting and will send all of the documents to the committee for review prior to that 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**.*

3/26/25 Office of the VPASA

#### RVCC at Claremont

One College Place, Claremont, NH 03743  
Phone (603) 542-7744 \* Fax (603) 543-1844

#### RVCC at Lebanon

15 Hanover Street, Lebanon, NH 03766  
Phone (603) 443-4200

#### RVCC at Keene

67 Winchester Street, Keene, NH 03431  
Phone (603) 357-2142 \* Fax (603) 357-0408

1-800-837-0658 \* [www.rivervalley.edu](http://www.rivervalley.edu)

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