



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, as applicable, and any other pertinent documentation.

Step 2:

Submit the internal change form along with all relevant documents to the Curriculum Committee Chairperson. The Chair will collect signatures from appropriate signatories (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 the documents to the committee for review prior to that meeting.

Step 4:

The CC Chair will invite the proposal submitter or appropriate representative to the next committee meeting.

Step 5:

The proposal submitter or appropriate representative will attend the CC meeting to answer questions about the 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 file it in the shared Curriculum Folder.

Step 7:

The CC Chair will be notified of the completion of back-end changes (catalog, Banner, etc.) by the VPASA and/or Registrar, as applicable. The CC Chair will:

- notify the proposer that the change is completed/implemented,
- upload the revised syllabus to Canvas, and
- send a meeting summary to all college faculty and staff.

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

8/25/25, 7/24/26 Office of the VPASA

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