Cover Sheet

Supplemental

Comments:

New Course Proposal/Course Amendment Cover Sheet

1. Proposed/Amended Course:

Note: Cover Sheet must be completed before sending course proposal or course amendment to the Department Chair.

☐ New Course **Due by March 31 each year**

☐ Modified Course (includes 4-year review)
Modifications are due May 31 each year
4-year review are due by October 31 each year

Modifications include: CourseID, Course Title, Catalog Description, Units and Hours, Repeatability, Requisites, Advisories, Certificate, Degrees, and Majors, General Education Requirements, Articulation, Instructional Type (Lecture, Lab, Lecture and Lab Combination), Top Code Changes, and SAM Code changes

2. Rationale for Course Proposal or Amendment:
Note: Rationale should include information about appropriateness to mission, need, and identified adequate resources (includes staff, facilities, equipment, and library resources)

3. Duplication/Overlap:

Does the course content overlap or duplicate any other course content?
☐Yes
☐No

If yes, answer the following three questions to explain why the proposed course should be in the college curriculum. If no please go to question #4.

1) Specifically, what unique topics are taught in the proposed course? What percentage of each course contains the same topics?

2) Are these topics taught in different ways/to different audiences/at different skill levels? Explain why the proposed course requires the overlapping content.

3) What, is stated in course descriptions to ensure that students know which course is appropriate for them, given the overlapping content?

Note: Consultation with the faculty, department(s) and dean(s) where the overlap occurs is required and documentation of the consultation should be attached to course proposal prior to the proposal being submitted to the Curriculum Office (Stage 5).

Be advised that consulting with other departments and working with their department meeting schedules may take several weeks.

4. Program Status

☐Yes	☐No	Is this course now or will it be part of a certificate and/or an Associate Degree?
☐Yes	☐No	If yes, will the changes to the course affect how the course appears in the certificate and/or degree? If yes, a Certificate/Degree Program modification must be submitted through WebCMS.

5. Stand Alone Course:

☐Yes	☐No	Is this a Stand Alone course? (A stand alone course is a course that is not part of an existing program. If this course is a stand alone course, please provide sufficient rationale for creating this course under question # 1 above.)

6. Proposed Transfer Course:

☐Yes	☐No	Is this course a CSU transferable course?
☐Yes	☐No	If not, is this course being proposed as a CSU transferable course?

7. Proposed Mt. SAC General Education Course:

☐Yes	☐No	Is this course a Mt. SAC General Education course?

☐Yes   ☐No   If not, is this course being proposed for Mt. SAC General Education?

8. Career Technical Courses:

Submit Advisory Committee minutes supporting changes in course content.

9. Arranged hours:

☐Yes   ☐No   Is this course being proposed with arranged hours?

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If yes, please indicate the total number of arranged hours and the rationale for teaching this course with arranged hours: