**Guidelines for the Presentation of a New Course or Course Change Proposal**

**to the Curriculum & Standards Committee**

1. A proposal may come from any member of the college community, but a fulltime faculty member serves as the originator of the proposal. The originator completes all the appropriate C&S paperwork for a [new course](http://www.acc.commnet.edu/forms/documents/ACC_C_and_S_New_Course_Proposal_12.8.11.docx) or [course change proposal](http://www.acc.commnet.edu/forms/documents/ACC_C_and_S_CourseChangeProposal12.8.11.docx). The originator should seek guidance and collaboration from members of the college community who may be affected by the proposal and document such action on the C&S paperwork. **Note:** A new course should be proposed at least one year prior to the term in which it will be offered in order to provide sufficient time to accomplish all steps in the approval process.

2. The originator submits the proposal to his/her department for review and recommendations. The department will vote to either approve or not approve the proposal.

3. If approved by the department, the originator will submit the proposal in hard copy and electronically to the office of Academic Affairs at least **10 work days** **prior** to the next C&S meeting. The office of Academic Affairs sends out the proposal material to the ACC community (i.e., staff, faculty, and adjuncts) for review one week prior to the C&S meeting. *(Proposals not submitted within this timeline will not be eligible for a vote by the C&S Committee upon initial presentation.)*

4. The C&S Committee will review the proposal. The Committee may request additional information and/or may recommend revisions. When the Committee has sufficient information, it will vote on the proposal.

5. If approved by the C&S Committee, the following sequence occurs:

1. C&S chair(s) forward the proposal to the Academic Affairs office for review by the Academic Dean.
2. If approved by the Academic Dean the Academic Affairs office forwards the proposal to the College President for review and approval.
3. Upon approval by the College President the Academic Affairs office sends the original to the Registrar and copies to the department chairs, C&S chair(s), and Admissions office.
4. The office of Academic Affairs files copies with the C&S minutes.
5. C&S chair(s) inform the Committee of the status of pending proposals previously approved by C&S.
6. C&S chair(s) present Committee actions to the Faculty Council for informational purposes.
7. C&S representatives present C&S Committee actions to their respective departments for informational purposes.