

# SWTJC Curriculum Submission Form

1. Division submitting change:

2. Instructional Department:

3. Term:  FALL  SPRING  SUMMER YEAR

4. Subject of Proposal (Check All That Apply):

**A. New Program - Attach "Program Change Form."**

I. Academic Program Name:

II. Technical Program Name:

III. Workforce Education Program Name:

**B. Program Revision - Attach "Program Change Form."**

I. Academic Program Name:

II. Technical Program Name:

III. Workforce Education Program Name:

**C. New Course - Attach "Course Change Form" and copy of Master Syllabus.**

I. ACGM Course Number and Name:

II. WECM Course Number and Name:

**D. Course Revision - Attach "Course Change Form" and copy of Master Syllabus with changes indicated.**

I. ACGM Course Number and Name:

II. WECM Course Number and Name:

**E. Textbook Only - Attach "Textbook Change Form".**

**F. Catalog Change - Attach current/proposed text and memo with rationale.**

**G. Policy - Attach memo with rationale.** Subject:

**H. Other**  **- Attach memo with explanation and rationale.**

Originator of change (Administrator or Faculty)

Date:

Division Chair:

Date:

**Curriculum Committee Action: Recommendation:**  YES  NO

Curriculum Committee Chair:

Date:

President / Cabinet Rep:

Date:

President (new program)

Date:

Attach copy of Board Minutes showing approval (New Program)

### Distribution:

Vice President of Academic Affairs

Vice President of Student Affairs

Associate Vice President of Institutional Advancement

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Associate Vice President - Outreach

Director - Crystal City

Dean of Liberal Arts

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Division Chair

Department Chairs