### Outline Reformat (Update)

#### Guidelines and Instructions (Please read carefully)

**Reformat (update)**
- Use *this* form (OUTLINE REFORMAT) if: the outline is being reformatted to bring the outline into conformance with current outline standards and format (the current course outline template is available on www.ccsf.edu/cc/).
- When doing an update, the course does not change, the *date* on the outline and the *format* of the outline do change.

**Revision**
- Use the form COURSE REVISION if: the course outline is being rewritten with items being added, changed or removed.

#### Course Identifier

Course Prefix & number/letter: 

#### Signatures (Chair and dean signatures are required)

<table>
<thead>
<tr>
<th>Department Chair:</th>
<th>School/Division Dean:</th>
<th>Curriculum Chair:</th>
<th>Curriculum Dean:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Submission Instructions

Prepare:
- 1) one copy of this form and
- 2) one original signatures copy of the updated course outline and
- 3) Submit to the Curriculum Secretary in Cloud 308E.

---

**Curriculum Office / Office of Instruction** (use only)

Technical review: Date: ___/___/___, By: Dean __________, Dean of Curriculum, CC Chair, CC Member ______________

Submission Date (stamp): __________, Archived Date: __________