

Outline Reformat (Update)

Guidelines and Instructions (Please read carefully)

Reformat (update)	Use <i>this</i> 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 <i>date</i> on the outline and the <i>format</i> 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:
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Signatures (Chair and dean signatures are required)

Department Chair:	School/Division Dean:	Curriculum Chair:	Curriculum Dean:

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: