## Proposal Submission Forms

<table>
<thead>
<tr>
<th>Group</th>
<th>Status</th>
<th>Classification / Category</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses (outline)</td>
<td>New</td>
<td>Credit Degree Applicable</td>
<td>NEW COURSE CREDIT DEGREE</td>
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<td></td>
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<td>Credit Non Degree Applicable</td>
<td>NEW COURSE CREDIT NON DEGREE</td>
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<tr>
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<td>Non Credit</td>
<td>NEW COURSE NON CREDIT</td>
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<tr>
<td></td>
<td>Community Service</td>
<td></td>
<td>COMMUNITY SERVICE NOT FOR CREDIT</td>
</tr>
<tr>
<td>New Section (Honors or Technology Mediated Instruction)</td>
<td>New Section (Honors or Technology Mediated Instruction)</td>
<td>Credit Degree Applicable</td>
<td>NEW SECTION CREDIT DEGREE</td>
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<td></td>
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<td>Credit Non Degree Applicable</td>
<td>NEW SECTION CREDIT NON DEGREE</td>
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<tr>
<td></td>
<td></td>
<td>Non Credit</td>
<td>NEW SECTION NON CREDIT</td>
</tr>
<tr>
<td>Existing</td>
<td>Reformat (Update)</td>
<td></td>
<td>OUTLINE REFORMAT</td>
</tr>
<tr>
<td></td>
<td>Revision</td>
<td></td>
<td>COURSE REVISION</td>
</tr>
<tr>
<td></td>
<td>Deactivation</td>
<td></td>
<td>OTHER ACTIONS</td>
</tr>
<tr>
<td></td>
<td>Deletion</td>
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<td></td>
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<td></td>
<td>Reactivation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reinstatement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Majors, Degrees (Awards of Achievement) and Certificates of Completion</td>
<td></td>
<td>OTHER ACTIONS</td>
<td></td>
</tr>
</tbody>
</table>

### New Courses
- New course proposals require a presentation at a Curriculum Committee meeting and Curriculum Committee approval.
- Presentations are to be given by a department head.
- A department head may delegate a faculty member to give a presentation (call x3360).
- Outline preparers are welcome to attend committee meeting to assist department heads in answering committee member’s questions.

### Outline Reformat
- Course outline reformatting does not require a Curriculum Committee meeting presentation (action).
- Please see the OUTLINE REFORMAT form for details or call x3360.

### Course Revision
- Most course revisions do not require a Curriculum Committee meeting presentation.
- Please see the COURSE REVISION form for details or call x3360.

### Other Actions
- All other action proposals require Curriculum Committee meeting presentations.

### Assistance, help, notes, etc.
- The curriculum handbook and all proposal submission forms are available online at www.ccsf.edu/cc
- Any proposal requires only one form.
- Information on an outline is not repeated on a form except for identification purposes.
- Call the Curriculum Office at x3301 or the Dean of Curriculum at x3360 for assistance.
- The current Curriculum Committee calendar (submission deadlines) is online at www.ccsf.edu/cc, click on the current academic year link.
- Submission instructions are included on each form.
- Always check the web site (www.ccsf.edu/cc) for the current version of a form.
- Submit proposals to the Curriculum Secretary in Cloud 308E.
Proposal Form Use Diagram

Begin

Course (outline) No
  Other Actions
  Note: Use form Other Actions for all actions regarding: majors, certificates, awards of achievement or department name changes.

Honors or TMI Yes
  Credit Degree No
    New Section Credit Degree
  Credit NonDegree
    New Section Credit NonDegree
  Non Credit
    New Section NonCredit

New Course Yes
  Credit Degree No
    New Course Credit Degree
  Credit NonDegree
    New Course Credit NonDegree
  Non Credit
    New Course NonCredit

Course deactivation, etc. Yes
  Other Actions
  Note: Use form Other Actions for course: deactivation, deletion, reactivation or reinstatement.

Course revision Yes
  Course Revision

Outline reformat Yes
  Outline Reformat

Contact the Dean of Curridulum (x3360)

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Note: See either form for instructions regarding which is the appropriate form to use.

Regarding use of the form:
Community Service Not For Credit please contact the Dean of Curriculum (x3360)