

**Curriculum Checklist  
New Course Creation**

**Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the creation of new courses. Steps are listed in order.**

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| Department | Discuss need and impact of new course with Division Dean  Submit new course in [Curriculum Management System](https://courseleaf.clackamas.edu/courseadmin/) |
| Curriculum Office | Request and receive Division Dean approval  Send course to Review Teams |
| Review Teams | Review and recommend course for approval |
| Curriculum Committee | Review and approve |