**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 |