

**Curriculum Checklist  
Course Edits**

**Course edits include changes to the course title, number, description or any other type of course information**

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

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| Department | Assess need and impact of the course edit  Submit edits in [Curriculum Management System](https://courseleaf.clackamas.edu/courseadmin/) |
| Curriculum Office | If credits, instructional method, or contact hours changed, request and receive receipt of notification from Part-Time Faculty Association  Send course to Review Teams |
| Review Teams | Review and recommend course for approval |
| Curriculum Committee | Review and approve |