**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 |