Curriculum Forms

All copies (signed and electronic) must be received by the Curriculum Specialist by 1:00 p.m. on the due date specified in the Curriculum Committee Calendar.

1. Hard copies must be signed by your Department Chair and Area Dean prior to submitting to the Curriculum Specialist.

2. Submit electronic copies via email to the Curriculum Specialist at bdonovan@gavilan.edu.

Forms:

- New Course Proposal - First Reading (New courses require two readings at Curriculum)
- New Course Proposal - Second Reading
- Prerequisite/Advisory Form - Required if Prerequisites or Advisories are listed for the course.
- Form C - Modify a Course
- Form D - Distance Education - Required if course will be delivered through Distance Education.
- New Associate Degree for Transfer (A.A./A.S.-T. degree)
- New Associate in Arts (A.A) or Associate in Science (A.S.) degree
- Modification of AA, AS, AA-T or AS-T Degree
- New Certificate of Achievement
- Form E - Emergency/Experimental Course
- Form J - Certificate of Proficiency (Less than 18 units - Will not show up on Transcript)
- Form P - Procedure/Policy Change

Resources:

- Rubric for Evaluating Course Outcome Statements
- Course Outline Checklist
- Prerequisite/Corequisite Plan
- Degree and Certificate Checklist
- Program and Course Approval Handbook (PCAH)

http://www.gavilan.edu/curriculum/