



Submission Checklist

Courses:

For Changes (New, Substantial, or Nonsubstantial):

- Memo
- COR
- SLOs

For Inactivations:

- Memo

For Distance Learning Approval:

- Memo
- Distance Learning Application
- SLOs

ADTs:

For Changes (New, Substantial, or Nonsubstantial):

- Memo
- Submission Requirements Form
- Narrative
- TMC Template

To Add/ Remove Courses from an Existing Program:

- Memo
- Submission Requirements Form
- TMC Template

Traditional Degrees/Certificates:

For Changes (New, Substantial, or Nonsubstantial):

- Memo
- Submission Requirements Form
- Narrative

To Add/ Remove Courses from an Existing Program:

- Memo
- Submission Requirements Form
- Program Requirements Table (Narrative Item #3)