# PCC Course Approval Form

Detailed form instructions located in the U: drive [Curriculum Committee](file:///U:\Curriculum%20Committee\Forms\Form%20instructions) forms folder.

## **Program Information**

1. Program: Click or tap here to enter text. C.I.P: Click or tap here to enter text.

## **Course Information**

1. Prefix: Click or tap here to enter text. Number: Click or tap here to enter text. Course name: Click or tap here to enter text.
2. Credit/classification information:
   1. Total credits: Click or tap here to enter text.
   2. Total contact hours (all sessions): Click or tap here to enter text.
   3. Classification:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session** | **Type** | **Ratio** | **Credits** | **Contact hour/week** | **Contact hour/semester** |
| **Lecture** | LEC | 1:1 |  |  |  |
| **Lab** | Choose an item. |  |  |  |  |
| **Other** | Choose an item. |  |  |  |  |

## **Change Information**

1. This course is being presented as: Choose an item.
   1. If this is a CCNS change, does this request have discipline approval? Choose an item.
   2. Discipline contact name and email: Click or tap here to enter text.
2. If the course involves CCNS changes, is the correct CCCNS template included? Choose an item.
3. Does this course impact other departments at PCC? Choose an item.
4. If yes, which departments have been notified? Click or tap here to enter text.
5. Reason for request: Click or tap here to enter text.

## **Implementation Information**

1. Implementation Date: Year: Click or tap here to enter text. Term: Choose an item.
2. Does this course replace an existing course in CCNS? Choose an item.
   1. If yes, which course is being replaced? Click or tap here to enter text.
3. Any additional information or context for this change the committee should know?

Click or tap here to enter text.

## **Approvals (physical signatures required):**

Department chair and division dean signatures are required before being submitted to the committee. Curriculum chair and VPAS signatures are required after approval by the committee.

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Department chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division dean

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Curriculum chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President of Academic Services