Process Name: **Academic Council (AC) Course Submission**
Office of Instruction

- **Business & Industry**
- **Faculty**
- **Grants**
- **Partner Institutions**

### Course Request Reviewed by Chair/Coordinator and Division/Department
- A course revision or a new course is needed (based on the above sources).
- The division chair/coordinator and division/department review the request.
- The appropriate paperwork is prepared.

### Course Revision Paperwork
- The completed AC revision form and any supporting documentation is submitted to the academic services coordinator (ASC).
- The course revision request is added to the Academic Council meeting agenda.
- The AC agenda and supporting documents are posted to Moodle.

### New Course Paperwork
- The completed AC new course form, syllabus, course description and supporting documentation is sent to the ASC.
- The new course request is added to the AC meeting agenda.
- The agenda and supporting documents are posted to Moodle.

### Course Request Reviewed by Academic Council
- The course revision or new course request is reviewed and voted on by AC members.
- The council approves or denies the course request based on the information submitted.

### Course Request is Approved by AC

#### Final Steps of Approved Course Request are Completed by Appropriate Parties
- ASC updates forms with any suggested/approved changes and obtains needed signatures.
- Paperwork is submitted to the registrar.
- The college catalog is updated and uploaded.
- Fact sheet revisions are initiated and completed.

### New Course Request Denied by AC

### Course Revision Request Denied by AC

Reviewed and approved May 2014