

Checklist for Submitting COI Paperwork

Complete one of the following packets:

- ***Permanent Course Approval Form:** used for new courses.
 - **Course Outline**
 - **Validation Form(s)** (as necessary) i.e. if any prerequisites, corequisites or recommended preparation courses are required.

OR

- ***6 Year Update/Revision Form:** used to update or revise existing courses.
 - **Course Outline**
 - **Validation Form(s)** (as necessary) i.e. if any prerequisites, corequisites or recommended preparation courses are required.

OR

- **Experimental Course Form:** used for new courses that are not listed in the CSM Catalog and can only be offered a maximum of three semesters.
 - **Course Outline**
 - **Validation Form(s)** (as necessary) i.e. if any prerequisites, corequisites or recommended preparation courses are required.

*If submitting paperwork for Distance Education, complete the **Distance Education Supplement Form** along with the appropriate corresponding packet above.*

Only Permanent Course Approval Forms and Update/Revision form submitted by the **November 19, 2009 Technical Review deadline and approved by the **December 10, 2009** COI Meeting will be added to the 2010-11 CSM Catalog. New and modified courses submitted after this deadline not be in the 2010-11 catalog and cannot be offered until the subsequent academic year, 2011-12.*

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- Get all signatures, except the COI Chair's and the VPI's signatures. The COI Chair and VPI signatures will be added after the forms are approved. *Electronic signatures are acceptable.*
 - Submit the **original** complete packet to the VPI Office for the Technical Review Committee, by the monthly deadline. The packet should be ordered as follows: the Permanent Course Approval Form, *or* 6 Year Update/Revision Form *or* Experimental Course Form, followed by the Course Outline then any Validation Forms.
 - Email electronic versions of the course files to Ada Delaplaine at delaplaine@smccd.edu. Signatures will already be on file with the original and are not required on the electronic version.
 - The Technical Review Committee will email to the faculty member submitting the course and to the relevant dean a review form describing any required technical revisions.
 - If any revisions are required, please update your files and email them to Ada Delaplaine at delaplaine@smccd.edu for uploading. The files must be submitted to the VPI Office by the date stated on the Technical Review form.