

# How to to submit course/program modifications to AA staff

## **NEW CREDIT COURSE**

**Step 1 – Discuss new course development request with your dean**

**Step 2 – Complete the New Course Development worksheet**

- Submit completed form to your dean
- Upon approval, Teri will notify you via email

**Step 3 – Develop complete syllabus for the course**

- Template can be found at <M:\Syllabus>
- Submit memo and syllabus to Teri at [tnkanallakan@lc.edu](mailto:tnkanallakan@lc.edu)

## **MODIFYING A COURSE**

**Step 1 – Discuss modification(s) with your dean**

**Step 2 – Retrieve syllabus and modify course**

- Copy/paste course syllabus from <M:\Syllabus> into a Word document
- Modify syllabus using ~~striketrough~~ for deletions and **red type** for added information

**Step 3 – Submit modifications for approval**

- Submit memo and updated syllabus to Teri Kanallakan at [tnkanallakan@lc.edu](mailto:tnkanallakan@lc.edu)

## **WITHDRAWING A COURSE**

**Step 1 – Discuss the withdrawal with your dean**

**Step 2 – Submit for approval**

- Submit memo to Teri Kanallakan at [tnkanallakan@lc.edu](mailto:tnkanallakan@lc.edu)

## **NEW PROGRAM**

**Step 1 – Discuss new program proposal with your dean**

**Step 2 – Submit new program for approval**

- Submit memo including rationale, complete curriculum, and all supportive materials to Teri Kanallakan at [tnkanallakan@lc.edu](mailto:tnkanallakan@lc.edu)

## **MODIFYING A PROGRAM**

**Step 1 – Discuss modification(s) with your dean**

**Step 2 – Retrieve and modify existing curriculum**

- Copy/paste program sequence from the current catalog at [catalog.lc.edu](http://catalog.lc.edu), or see Jeff Coles, and modify using ~~striketrough~~ for deletions and **red type** for added information

**Step 3 – Submit modifications for approval**

- Submit memo and modified program to Teri Kanallakan at [tnkanallakan@lc.edu](mailto:tnkanallakan@lc.edu)

## **WITHDRAWING A PROGRAM**

**Step 1 – Discuss the withdrawal with your dean**

**Step 2 – Submit for approval**

- Submit memo to Teri Kanallakan at [tnkanallakan@lc.edu](mailto:tnkanallakan@lc.edu)