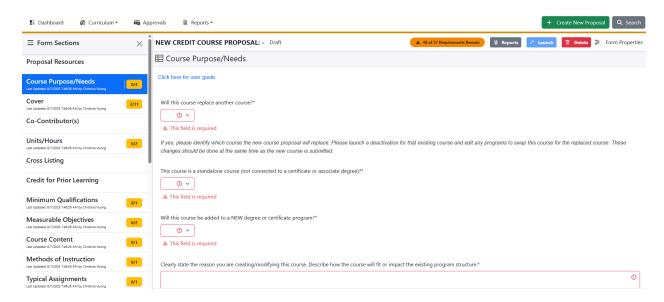


Course Purpose/Needs

This page establishes the purpose of the course and specifies any campus/student needs that will be met by the course. This is an opportunity to let the curriculum committee know why this course is needed.



- "Will this course replace another course?" Select yes or no.
 - **a.** No This is an update of an existing course OR This course is a brand new course.
 - b. Yes If this course will replace an existing course, select "Yes", AND launch a deactivation for that existing course by creating a new "Deactivate Credit Course" Proposal. I recommend starting this deactivation proposal now, so you don't forget, even if you don't plan on finishing it until later.

Indicate which course(s) will be replaced by this new course by selecting all appropriate courses from the list. You may find courses by using the scroll bar within the list of courses, or by typing the course name in the



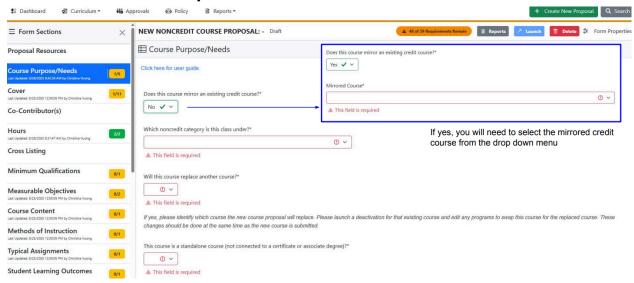
search bar.

To review all selected courses check the box next to "Show Selected" in the top right. Confirm that all courses that will be replaced by the new course are listed.

- 2. "This course is a standalone course (not connected to a certificate or associate degree)?"
 - a. No If this course is part of any certificate or program, select "No".
 - b. Yes Select "Yes" if this course is not part of any certificate or associate degree. Provide a brief explanation of why this course should be approved as a standalone course. Generally speaking, courses should be housed within a degree or certificate program, although standalone courses are allowed.
- 3. "Will this course be added to a NEW degree or certificate program?"
 - a. Yes Select "Yes" if you are creating this course as part of a new degree or certificate program. Describe plans for the new degree or certificate program in the space provided.
 - b. No If this course is not part of a NEW degree or certificate program.
- 4. "Clearly state the reason you are creating/modifying this course." Please do not answer NA, this section must be completed with full sentences! When the curriculum committee reviews all new proposals, this is the first section that they will read. It is important that you clearly describe the relevance of this course, how it will impact any existing programs, and why it is beneficial to the students/your division/Chabot College.



Specific to Noncredit Courses



- 1. Does this course mirror an existing credit course? Select the appropriate response from the drop down menu.
 - a. No this course does not mirror an existing credit course.
 - b. Yes this course mirrors an existing credit course. Selecting "Yes" will prompt you to select the mirrored course from a drop down menu. Select the mirrored course before moving on to the next question.
- 2. Which noncredit category is this class under? Select the appropriate noncredit category for this course from the drop down menu.
 - a. If the category selected is a CDCP category you will be prompted to describe the noncredit certificate that will house this noncredit course. CDCP noncredit courses are only eligible to receive enhanced apportionment funding if the course is part of a chancellor's office approved noncredit certificate.