

New and Revised

Noncredit Course Workflows

1. **Level 1.0 – Course Creation**
 - a. Course Author **Submit**
2. **Level 2.0 – Curriculum Office**
 - a. Curriculum Office **Approve**
3. **Level 2.5 – Distance Education Coordinator**
 - a. Distance Education Coordinator **Approve**
4. **Level 4.25 – CIC Chair**
 - a. Curriculum Chair **Approve**
5. **Level 4.50 – Department Review**
 - a. Department Member **Review – Save As Draft**
 - b. Department Chair **Approve – Submit as member and as chair**
6. **Level 5.0 – Division Dean**
 - a. Division Coordinator (review, approve)
7. **Level 6.0 - Curriculum Cluster Committee Review**
 - a. Curriculum Cluster Committee Member **Review – Save As Draft**
 - b. Curriculum Cluster Chair (CIC Rep) **Approve – Submit as member and as chair**
8. **Level 7.0 – CIC Technical Review**
 - a. CIC Technical Committee Review **Approve**
 - b. Curriculum Chair **Approve**
9. **Level 8.0 – CIC Review**
 - a. CIC Member **Review – Save As Draft**
 - b. CIC Member Non-Voting **Review – Save As Draft**
 - c. Curriculum Chair **Approve – Submit as CIC member, CIC Non-Voting, and as Chair**
10. **Level 9.0 – Curriculum Specialist**
 - a. Curriculum Specialist **Approve**

Highlighted levels indicate multiple roles/users. Only the Chair will submit. All other members can leave their comments and SAVE AS DRAFT.