

<b>Submission Information</b>		
Title		
Course Director		
Department		
Curriculum Committee contact		
<b><i>This submission is</i></b>		
<input type="checkbox"/> A program of study <input type="checkbox"/> A course	<input type="checkbox"/> New <input type="checkbox"/> Modification	<input type="checkbox"/> Online <input type="checkbox"/> On campus <input type="checkbox"/> Hybrid/Flipped
Date this submission was approved by Departmental Curriculum Committee		If not applicable, why?
Will the proposed action have any impact on other Departments?	<input type="checkbox"/> No <input type="checkbox"/> Yes, describe:	
<b>Please indicate which of the below are being submitted along with the title of each document:</b>		
New syllabus or guide	<input type="checkbox"/>	
Tracked changes syllabus or guide	<input type="checkbox"/>	
Clean syllabus or guide	<input type="checkbox"/>	
Memo indicating changes being made	<input type="checkbox"/>	
<b><i>If this submission is a COURSE, please list all programs where this course appears on its program guide</i></b>		
<b>Comments/Explanation:</b>		

**Instructions**

**How to submit:**

The SPH Curriculum Committee (CC) meets monthly. Submissions must be received no later than one week prior to the scheduled Curriculum Committee meeting. Please send submissions to the CC Chair(s), cc'ing the Director of Academic Planning & Accreditation ([Katherine.Puskarz@gwu.edu](mailto:Katherine.Puskarz@gwu.edu)). If there are any administrative questions about the submission, the Director of Academic Planning & Accreditation will be in touch with the submitter as soon as possible. The Chair of the Curriculum Committee will provide the Agenda to the CC members before the meetings.

**Process for review:**

All items sent to the SPH CC must have followed the processes detailed in the [Curriculum Guidebook](#). A departmental representative is required to present the items up for review by the SPH CC. After reviewing the materials, the SPH CC can make the following determinations:

- a) **Approved with no changes.** The item has been approved and is ready for implementation (e.g., submission to CourseLeaf, website update, etc).
- b) **Approved with minor changes.** The item needs some minor revisions before implementation (e.g., submission to CourseLeaf, website update, etc).
- c) **Not approved.** The item must address any issues identified. Then it must be resubmitted for review.

**For questions:**

If you have questions about the form or the review process, please consult with your departmental Curriculum Committee Representative.

**What to submit:**

	SPH CC Action Form (or memo to explain)	Proposed New Document	Tracked Changes Revised Document	Clean Revised Document	Prior Course Evaluations (if available)	Identify Impacted Courses or Programs
New courses/ Topics courses	✓	✓			✓	
New programs of study	✓	✓				✓
Modified courses /programs of study	✓		✓	✓		✓