Prior to creating a new course or making substantive revisions to an existing credit course, it is recommended that you consider the following:
- For which degrees/certificates (current or planned) will this course be applicable?
- Have you consulted with other departments regarding degrees/certificates for which this course might be appropriate?
- For which, if any, Foothill GE, CSU GE, or IGETC areas do you plan to submit this course for inclusion?
- If this course is intended for C-ID approval or you wish to obtain transfer articulation of this course for a lower division major requirement, please contact the Articulation Officer early in the process for more information.
- If you are making a unit change to an existing course, please contact any departments that include the course in a program, to assess the potential impact.

Our course creation process is now completed entirely within our curriculum system, CourseLeaf! Visit our [CourseLeaf Resources webpage](#) for user guides, tips, and support.

1. Complete New Course Proposal form in the CourseLeaf system.
   a. Approval by Division Curriculum Committee (CC)
   b. Reviewed by Curriculum Coordinator
   c.

GE Subcommittee for the GE Area(s) receive notification of COR to allow for discussion

h. College Curriculum Committee Chair (only when the following is/are being submitted: a new GE application, a new Stand Alone course, a new cross-listed course)

- Foothill General Education: Required for courses intended to be part of the

3. While the COR is being processed by the Curriculum Coordinator (while in Review1 and/or Review2 status), the faculty author and/or Division Curriculum Rep(s) may be