**Expanded Course Outline Approval and Routing Procedure**

This is the process for forwarding an ECO to the next level for approval, or to send back an ECO to the previous level for revisions. The levels of approval are:
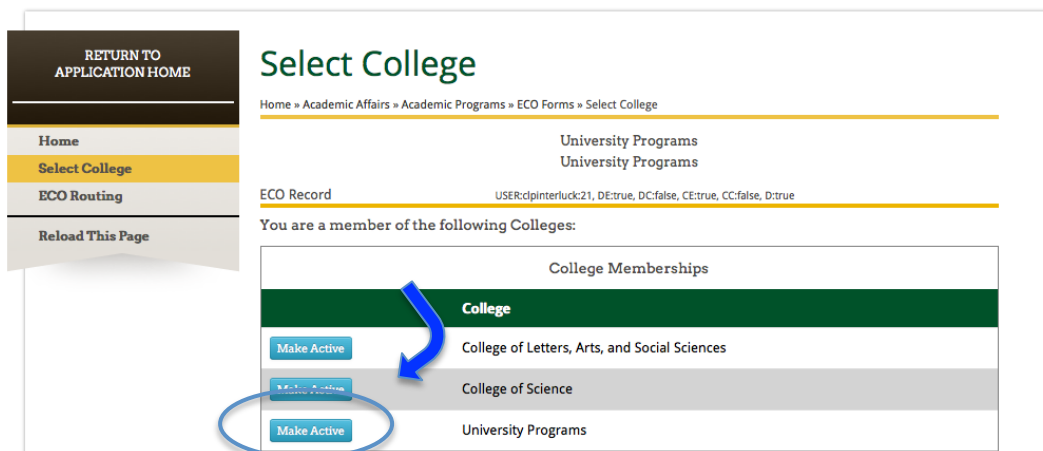
> *Department*
> *College Curriculum Committee (CCC)*
> *Deans' Office*
> *Academic Programs Office*

All ECO's are assumed to be at the CCC level at the beginning of this process since the deadline has passed for New and Revisioned Course Submissions.
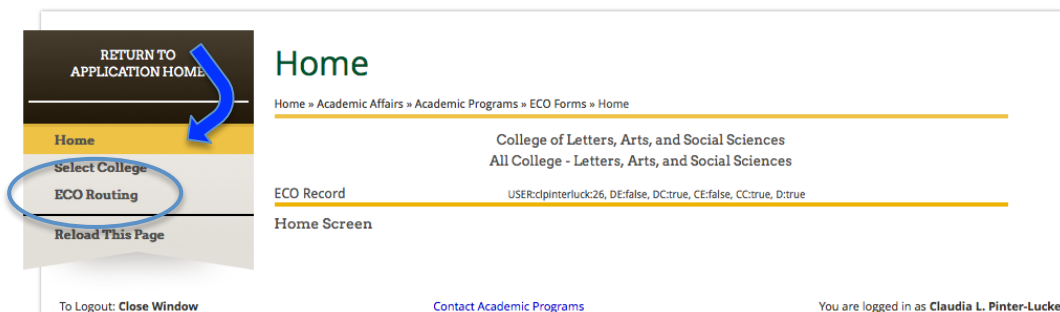
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1. Go to: https://academic.cpp.edu/academic-programs/authenticated/eco_routing.aspx

2. Choose "Select College" from the left menu.
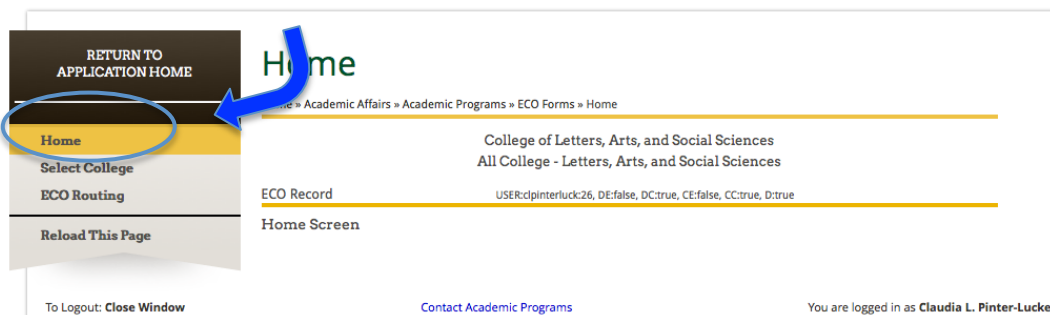
3. Select one of the available colleges. In most cases, there will be only one choice.

4. Select ECO Routing from the left menu.

5. You will see a list of ECOs. You may filter the list by department, prefix. approval point, or course type.

ECO Routing

Home » Academic Affairs » Academic Programs » ECO Forms » ECO Routing

College of Letters, Arts, and Social Sciences
All College - Letters, Arts, and Social Sciences

ECO Record   USER:clpinterluck:26, DE:false, DF:true, CE:false, CC:true, D:true

Filter ECOs by   Currently displaying: 38 ECOs

College: Department: Subject Area Code:
College of Letters, Arts, and Social Sciences   Communication   NONE

Approval Point: Course Type: Export to Excel
None   None   Export

	ECO ID	Subject	Number	Title	Approval Point
Show Preview / Show Routing	4206	COM	1100	Public Speaking	For CCC's Review

Note that the far right column indicates the approval point for the ECO.

	ECO ID	Subject	Number	Title	Approval Point
Show Preview / Show Routing	4412	ASH	1123	Shoe Shining	For Academic Progams' Review
Show Preview / Show Routing	1404	CPL	123	dhgfdhgfdh	Returned to CCC
Show Preview / Show Routing	1496	LIB	1234L	Library 1010	For CCC's Review

6. Select Show Routing next to the course to be routed up or down.

	ECO ID	Subject	Number	Title	Approval Point
Show Preview / Show Routing	4412	ASH	1123	Shoe Shining	For Academic Progams' Review
Show Preview / Show Routing	1404	CPL	123	dhgfdhgfdh	Returned to CCC
Show Preview / Show Routing	1496	LIB	1234L	Library 1010	For CCC's Review

7. You will see a set of six boxes, indicating what approval has already occurred, and what approval is possible.

8. The CCC must indicate whether the course is New, Revisioned, or Converted before approving a course.

If this is not done before selecting the approval box, a message box will appear.
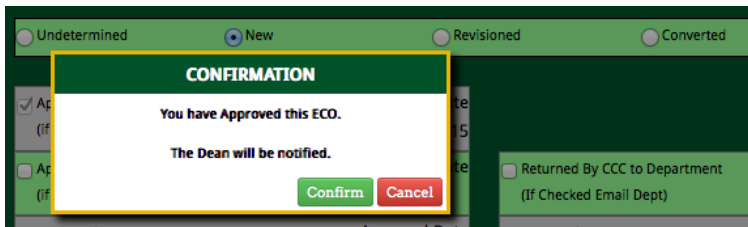
9. When the CCC approves a **Revisioned or Converted** ECO, the approver must also enter the Previous Catalog Prefix and Course Number.

10. After approving an ECO, a message box will appear to confirm the approval.

11. To approve and route another ECO, again select ECO Routing from the left menu.