

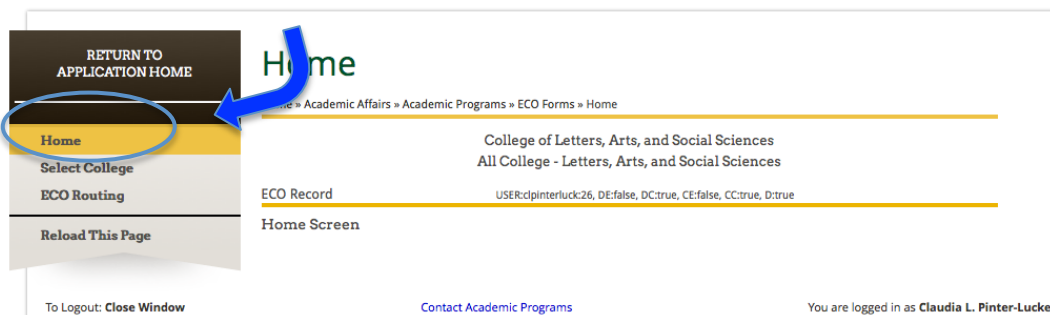
## Expanded Course Outline Approval and Routing Procedure

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:

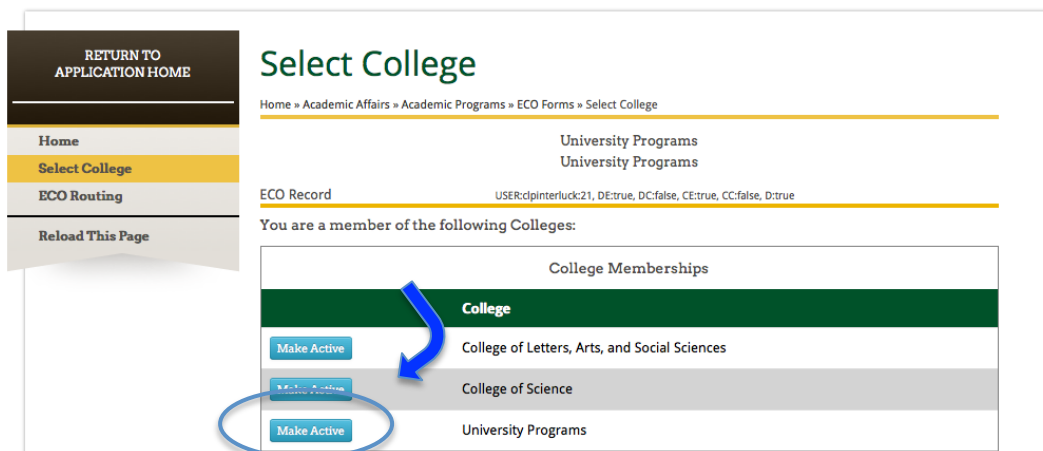
- Department
- College Curriculum Committee (CCC)
- Deans' Office
- Academic Programs Office

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 Revised Course Submissions.

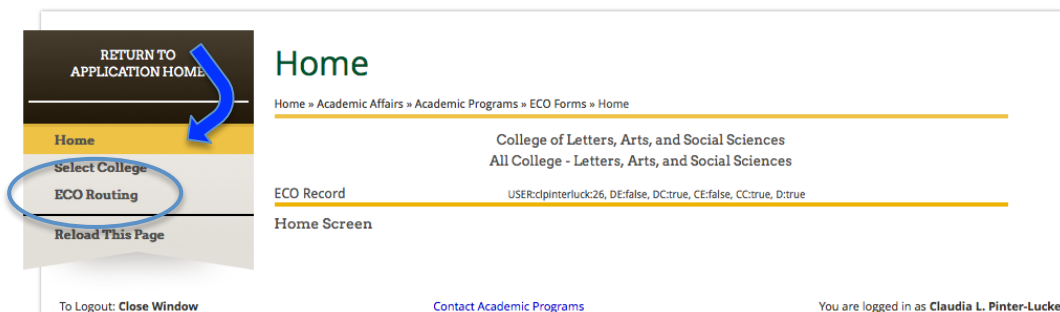
1. Go to: [https://academic.cpp.edu/academic-programs/authenticated/eco\\_routing.aspx](https://academic.cpp.edu/academic-programs/authenticated/eco_routing.aspx)
2. Choose "Select College" from the left menu.



3. Select one of the available colleges. In most cases, there will be only one choice.



4. Select ECO Routing from the left menu.



- 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

USER:dpinterluck:26, DE:false, D:true, CE:false, CC:true, D:true

Filter ECOs by

Currently displaying: 38 ECOs

College:

Department:

Subject Area Code:

Approval Point:

Course Type:

Export to Excel

ECO ID	Subject	Number	Title	Approval Point	
<input type="button" value="Show Preview"/> <input type="button" value="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	
<input type="button" value="Show Preview"/> <input type="button" value="Show Routing"/>	4412	ASH	1123	Shoe Shining	For Academic Programs' Review
<input type="button" value="Show Preview"/> <input type="button" value="Show Routing"/>	1404	CPL	123	dhgfdhgfdh	Returned to CCC
<input type="button" value="Show Preview"/> <input type="button" value="Show Routing"/>	1496	LIB	1234L	Library 1010	For CCC's Review

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

ECO ID	Subject	Number	Title	Approval Point	
<input type="button" value="Show Preview"/> <input type="button" value="Show Routing"/>	4412	ASH	1123	Shoe Shining	For Academic Programs' Review
<input type="button" value="Show Preview"/> <input type="button" value="Show Routing"/>	1404	CPL	123	dhgfdhgfdh	Returned to CCC
<input type="button" value="Show Preview"/> <input type="button" value="Show Routing"/>	1496	LIB	1234L	Library 1010	For CCC's Review

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

## ECO Routing Form

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

University Programs  
University Programs

ECO Record USER:cdpinterluck21, D:true, DC:false, CE:true, CC:false, D:true

Date Prepared: 07/28/2015 Record ID: 1496

Course: LIB 1234L

Type:  Undetermined  New  Revisoned  Converted

Routing Info:

<input checked="" type="checkbox"/> Approved By Department (If rechecked-Email CCC)	Approval Date 06/01/2015	<input type="checkbox"/> Returned By CCC to Department (If Checked Email Dept)	Returned Date
<input type="checkbox"/> Approved By CCC (If Checked email Assoc. Dean)	Approval Date	<input type="checkbox"/> Returned By Dean to CCC (If Checked Email CCC)	Returned Date
<input type="checkbox"/> Approved By Dean (If Checked Email Ashley-move data)	Approval Date		

ECO in the hands of:  
The CCC

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

## ECO Routing Form

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

University Programs  
University Programs

ECO Record USER:cdpinterluck21, D:true, DC:false, CE:true, CC:false, D:true

Date Prepared: 07/28/2015 Record ID: 1496

Course: LIB 1234L

Type:  Undetermined  New  Revisoned  Converted

Routing Info:

<input checked="" type="checkbox"/> Approved By Department (If rechecked-Email CCC)	Approval Date 06/01/2015	<input type="checkbox"/> Returned By CCC to Department (If Checked Email Dept)	Returned Date
<input type="checkbox"/> Approved By CCC (If Checked email Assoc. Dean)	Approval Date	<input type="checkbox"/> Returned By Dean to CCC (If Checked Email CCC)	Returned Date
<input type="checkbox"/> Approved By Dean (If Checked Email Ashley-move data)	Approval Date		

ECO in the hands of:  
The CCC

If this is not done before selecting the approval box, a message box will appear.

Undetermined  New  Revisoned  Cor

**REJECTION**

**This ECO Cannot be Approved:**

**Please choose a CourseType**

Ap  
(If  
06/01/2015

Ap  
(If

Approved by dean  
Approval date

Returned By CCC to Depart  
(If Checked Email Dept)

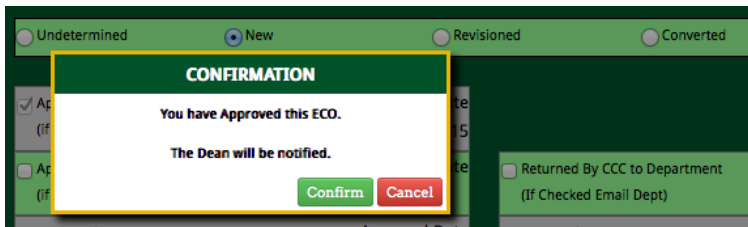
Returned By Dean to CCC

9. When the CCC approves a **Revised** or **Converted** ECO, the approver must also enter the Previous Catalog Prefix and Course Number.

The screenshot shows the ECO form with the following details:

- Date Prepared: 05/27/2015
- Record ID: 4108
- Course: LIB 1500
- Type:  Undetermined  New  Revised  Converted
- Previous Course Area:
- Previous Course Number:
- Routing Info:  Approved By Department (If rechecked-Email CCC) Approval Date: 06/01/2015
- ECO in the hands of: The CCC
- Other routing options:  Approved By CCC (If Checked email Assoc. Dean),  Approved By Dean (If Checked Email Ashley-move data),  Returned By CCC to Department (If Checked Email Dept),  Returned By Dean to CCC (If Checked Email CCC)

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.

