

**Cerritos Community College
Request to Continue Extensive Lab Status**

Course Prefix, Number and Name: _____

Date Last Approved by ELC: _____

Date Course Outline of Record was Last Approved by Curriculum Committee: _____

Total Units: _____ Number of Lecture Hours/Week: _____ Number Lab Hours/Week: _____

Extensive Lab status may be established or amended only with approval of the **Extensive Lab Committee (ELC)**. **Extensive Lab** status shall be reviewed by the **ELC** as part of the six-year instructional program review cycle to determine whether the laboratory class continues to meet the established criteria for **Extensive Lab** status.

Have there been any significant changes to the structure of the course or previously submitted documentation since the last review that could potentially change the **Extensive Lab** status?

Yes _____ No _____

If no changes have been made since the last review, this request must be submitted to the **ELC** with the **Course Outline of Record** and **Current Course Syllabus**. No other documentation is necessary.

Submitted by: _____ **Date:** _____
(Faculty Name)

Departmental Approval

Signature: _____ Date: _____
(Department Chair)

Academic Affairs Approval

Signature: _____ Date: _____
(Dean or Vice President)

For courses that have undergone significant changes, identify the criteria that have undergone changes on the checklist below by checking YES. Refer to **Extensive Laboratory Procedures** located on Academic Affairs web page and resubmit **all** required documentation to the **ELC** for reapproval.

Course Information

Yes

No

1. Chancellor Approved Course Outline of Record

2. Published Course Syllabus

Pre-laboratory Activity

1. Curriculum Development for Each Lab

2. Published Schedule of Laboratory Activities

3. Published Laboratory Objectives

4. The laboratory requires extensive student preparation from text or lecture material prior to, during, and after each laboratory session.

5. Supervision of equipment maintenance, laboratory set-up, acquisition of lab materials and supplies, field trip logistics, or preparation to ensure a safe environment conducive to learning.

During Laboratory Activity

1. Instructor is actively engaged in lab when students are performing lab activities.

2. Instructor is responsible for active facilitation of laboratory learning.

3. Instructor is responsible for active delivery of curriculum.

4. Instructor is responsible for significant evaluation of student work.

Post-Laboratory Activity

1. Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that cover the majority of lab exercises performed during the course.
