



5. Attach an electronic copy of each course syllabus and program study under review for consideration to be added as part of the “predetermined pathway or required sequence of courses leading to a certificate or degree.”

The Chancellor may request additional information from the institution during review of the course submission. Chancellor decisions are final.

Following the timeline below, submit the request for approval electronically to [CCP@highered.ohio.gov](mailto:CCP@highered.ohio.gov).

**Section D: Deadlines**

Since colleges and universities have unique starting dates, these dates will be used in order to offer consistency for all institutions.

Term	Deadline
Winter/Spring 2020	November 9, 2020
Summer 2020	March 15, 2021
Fall 2020	June 14, 2021
Winter/Spring 2021	November 8, 2020

<sup>1</sup>Deadlines will be determined annually.

Following review of the documentation, the Chancellor shall approve or disapprove the course for payment and will notify the college or university of the decision. If the course is approved, the Chancellor shall notify the Ohio Department of Education of the approval.