Educational Support Services
Curriculum Submission Guidelines

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I.   Creating a New Credit Course

Form: **N/A – select appropriate function in ECD**

If the course is **new to the District**, use the "New Course to the District" function in ECD.

- o   Upon receipt via ECD, the course will be posted electronically for ten (10) working days. Postings are emailed to VPs of Academic Affairs, Curriculum Chairs, Curriculum Deans, CTE Deans, Articulation Officers, and Academic Senate Presidents.
- o   At the end of the posting period, the course will be placed on the next available Board Agenda. Refer to the [posting schedule](#) for E-posting and Board meeting dates and deadlines.
- o   Following Board approval, the new course will be entered in the course database. Start date will be the next term for which registration isn't already underway ("available term").
- o   The course will show as **future status** and can be used for scheduling purposes.

If the course is **new to your college but not new to the District** ("course addition"), use the "New Course at My Campus" function in ECD.

- o   Upon receipt via ECD, the course will be placed on the next available Board Agenda. Refer to the [posting schedule](#) for Board meeting dates and deadlines.
- o   Following Board approval, the new course will be entered in the course database. Start date will be the next term for which registration isn't already underway ("available term").
- o   The course will show as **future status** and can be used for scheduling purposes.

Note: *The college is required to use the CCCCO Curriculum Inventory to obtain a course control (CB00) number prior to student registration.*

II. Creating a New Noncredit Course

Form: **Noncredit Course Request Form**

If the course is **new to the District**:

- o Upon receipt of the Noncredit Course Request Form, the course will be posted electronically for ten (10) working days. Postings are emailed to VPs of Academic Affairs, Curriculum Chairs, Curriculum Deans, CTE Deans, Articulation Officers, and Academic Senate Presidents.
- o At the end of the posting period, the new course will be placed on the next available Board Agenda. Refer to the posting schedule for E-posting and Board meeting dates and deadlines.
- o Following Board approval, the new course will be entered in the course database (see note below).

If the course is **new to your college but not new to the District:**

- o Upon receipt of the Noncredit Course Request Form, the course will be placed on the next available Board Agenda. Refer to the posting schedule for Board meeting dates and deadlines.
- o Following Board approval, the new course will be entered in the course database (see note below).

Note: All new noncredit courses are entered into the course database with a "1/1/2199" start date to prevent automatic activation prior to State approval. The college must submit obtain approval in the CCCCO Curriculum Inventory prior to its being offering. After obtaining State approval, the college must notify Educational Support Services of the authorized start date so the course can be activated.

III.   Course Changes

There are two types of course changes: those which affect Districtwide attributes and those which affect college attributes. Districtwide attributed require posting **unless** the course is only in use at one college, in which case the college can request that it be made in the next available semester.
College-level changes do not require posting and are implemented in the next available semester.

Form: [Course Change Request Form](#)

To change an existing course at your college, use the "Update a Course" function in ECD. Make sure to attach the Course Change Request Form.
If the proposed change is for a course located at **only one college:**

- o   Upon receipt via ECD, the course change will be entered in the course database.
- o   The course change will be entered for the next term for which registration isn't already underway ("available term"). It will show immediately as future status and can be used for scheduling purposes.

If the proposed change is for a course located at **multiple colleges for a college attribute**:

- o   Upon receipt via ECD, the course change will be entered in the course database.
- o   The course change will be entered for the next term for which registration isn't already underway ("available term"). It will show immediately as future status and can be used for scheduling purposes.

If the proposed change is for a course located at **multiple colleges for a district attribute**:

- o   Upon receipt via ECD, the course change will be posted electronically for ten (10) working days. Postings are emailed to VPs of Academic Affairs, Curriculum Chairs, Curriculum Deans, CTE Deans, Articulation Officers, and Academic Senate Presidents.
- o   At the end of the posting period, the course change will be entered in the course database.
- o   The course change will be entered for the next term for which registration isn't already underway ("available term"). It will show immediately as future status and can be used for scheduling purposes.

Note: *Changes to a District attribute will be incorporated into all active courses.*

IV. Course Reinstatements

Form: **Course Reinstate Form**

- o To reinstate a course that previously existed at your college and is currently suspended, submit the Course Reinstate Form to Educational Support Services. The course will be reinstated in the term in which the request is received.
- o Courses will only be reinstated AS IS. Courses which are being reinstated and changed will also need to include a **Course Change Request Form** (see section III, above).

V. Course Archiving

Form: **N/A – select appropriate function in ECD**

- o To archive an existing course at your college, use the "Archive a Course" function in ECD.
- o Upon receipt via ECD, the course will be archived in the next available term in which no sections have been scheduled. If the course is only active at one college, the District course will be archived as well.

Note: *If submitting multiple courses for archiving, please send via Excel spreadsheet rather than individual ECD's.*

VI. Skills Certificate (<18 units; not transcripted)

Form: **Skills Certificate Request**

The college must submit the Skills Certificate Request to Educational Support Services ***** so that the program can be entered in DEC and PeopleSoft.

VII. New Noncredit Program (Certificate of Completion/Competency)

Form: [New Noncredit Certificate Form](#)

- Upon receipt on the New Noncredit Certificate Form, the program will be placed on the next available Board Agenda for approval. Refer to the [posting schedule](#) for E-posting and Board meeting dates and deadlines.
- The college must submit the noncredit program application to the CCCCO Curriculum Inventory for approval. Upon receipt of approval, the college must notify Educational Support Services ***** so that the authorized start semester can be entered in DEC and PeopleSoft.

VIII. New Credit Program (Degree or Certificate of Achievement)

All new degrees and certificates must be posted **except** for AA-T and AS-T (ADT degrees), which are exempt.

Form: [New Credit Program Form](#)

- Upon receipt of the New Credit Program Form, the new program will be posted electronically for ten (10) working days. Postings are emailed to VPs of Academic Affairs, Curriculum Chairs, Curriculum Deans, CTE Deans, Articulation Officers, and Academic Senate Presidents.
- At the end of the posting period, the new program will be placed on the next available Board Agenda for approval. Refer to the [posting schedule](#) for E-posting and Board meeting dates and deadlines.
- The college must submit the program application to the CCCCO Curriculum Inventory for approval. Upon receipt of approval, the college must notify Educational Support Services ***** so that the authorized start semester can be entered in DEC and PeopleSoft.

IX. Modification of Existing Degree/Certificate

Form: N/A

If the modification to the program is a **Substantial Change** (see State criteria, below):

- o Email Educational Support Services with the name and type of program, the substantial change, and the justification for the change. The substantial change will be placed on the next Board Agenda for approval. Refer to the posting schedule Board meeting dates and deadlines.
- o The college must submit the substantial change request to the CCCCO Curriculum Inventory for approval and a new control number. Upon receipt of approval, the college must notify Educational Support Services * so that the authorized start semester can be entered in DEC and PeopleSoft.

If the modification to the program is a **Nonsubstantial Change** (see State criteria, below):

- o The college must submit the nonsubstantial change request to the CCCCO Curriculum Inventory for updating. No new control number is required.
- o The college should notify Educational Support Services* so that the change can be entered in both DEC and PeopleSoft (we are currently running parallel systems).

Stan Levin for PRAP; Moon Ko for PS

Substantial Change – A new program or course based upon an active proposal. This action will initiate a new control number.

> *Course:* Change MIS Course Data Elements CB03, CB04, CB06, CB07, CB08, CB09, CB21, CB22, and/or noncredit – Total Hours of Instruction (min)/Variable Hours (max).
>
> *Program:* Addition/creation of a new program award (degree or certificate) or major/area of emphasis using an active proposal; Top code change to a different TOP code discipline.

Note: Upon approval, the submitted proposal is assigned a new control number. Some colleges choose to keep both proposals active. Unless requested as part of the substantial change, the CCC Curriculum Inventory does not automatically inactivate an original proposal after a substantial change proposal is approved.

Nonsubstantial Change – An action to change an active program or course that will not initiate a new control number.

> *Course:* Change MIS Course Data Elements CB01, CB02, CB05, CB10, CB11, CB13, CB20, CB23, and/or CB24.
>
> *Program:* Title change; TOP code change within the same TOP code discipline; certificate or degree unit change; certificate or diploma hour change; addition/removal courses from an existing approved program.

Active to Inactive – An action to make an active program or course inactive. This action will not issue a new control number.

Inactive to Active – An action to reactivate an active program or course which was previously made inactive. This action will not initiate a new control number.

If the modification is a **Substantive Change for ACCJC:**

- o Colleges must submit a Substantive Change Proposal to the Accrediting Commission for Community and Junior Colleges (ACCJC) when 50% or more of the courses in a program are offered through distance education. For further information, see the ACCJC Reference Handbook.
- o Email Educational Support Services with the name and type of program, the substantive change, and the justification for the change. The substantive change will be placed on the next Board Agenda for approval. Refer to the [posting schedule](#) Board meeting dates and deadlines.

X. Ending an Existing Degree/Certificate

Form: N/A

- o Email Educational Support Services with the name and type of program, the justification for the discontinuance, and the college's approval process. The request will be placed on the next Board Agenda for approval. Refer to the [posting schedule](#) Board meeting dates and deadlines.

Sample Text:

Los Angeles College

Los Angeles College is requesting the discontinuance of the following programs:

A. Sociology – A.A. Degree
B. Liberal Arts: Business Concentration – A.A. Degree
C. Philosophy – A.A. Degree
D. Political Science – A.A. Degree

The college has established Associate Degrees for Transfer (ADT's) in place of these programs, which will guarantee students' admittance to a California State University college in that major. Discontinuance of the existing degrees will have no impact on students, as the courses in them will still be available in the ADT degree.

Discontinuance of these programs was approved by the College's Curriculum Committee and Academic Senate.