

Curriculum Submission Deadlines, 2019-2020 Academic Year

New Credit Courses

There are separate approval dates depending on the type of new course you would like to create.*

- The dates below represent the deadline for courses that are to be included in the 2020-2021 catalog. Courses must appear in the catalog before they can be offered to students.
- All courses and programs will be added to the catalog in the fall, and only extenuating circumstances will allow for a course to be offered in the spring (these must be included in an addendum).
- These dates also correspond with our schedule build timeline, and ensure that the same version of a course will appear in both the catalog and the fall schedule.

Submission Type	Credit Courses Not Needing Articulation
CurricUNET submission	February 7 th
CC Approval	March 6 th
AS Approval	March 10 th
BOT	March BOT (March 12 th)

Existing Credit Courses

Submission Type	Credit Courses
CurricUNET submission	February 7 th
CC Approval	March 6 th
AS Approval	March 10 th
BOT	March BOT (March 12 th)

Noncredit Courses

Noncredit courses are still approved by the Chancellor's Office. It takes a minimum of 60 days from submission to COCI for a reviewer to look at and approve a course. If there are issues with the course, it may take longer.

Submission Type	Noncredit Courses
CurricUNET submission	December 19 th
CC Approval	February 7 th
AS Approval	February 11 th
BOT	February BOT (February 13 th)

* For new courses that are to be included in the IGETC or CSU General Education patterns, it now takes 1 year to 1.5 years from approval to implement them in the catalog. For courses requesting articulation for UC transfer and/or inclusion in the CSU/IGETC GE patterns, see external approval timeline. Consult with the Articulation Officer for more information.

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Programs (AS, AA, ADT, Certificates of Achievement)

ADTs and Vocational Degrees and Certificates (those with an asterisk* in their TOPs code) are not automatically approved by the Chancellor's Office. It can take up to 2 months for them to be reviewed and approved. It is *strongly suggested* that these degrees and certificates be submitted in time for the February BOT to allow time for approval by the Chancellor's Office. Changes to these types of degrees and certificates cannot be made in the catalog until they are Chancellor's Office approved.

Documentation

Once your program reaches the Technical Review step, you will be asked for **documentation** (including, but not limited to, a narrative). Documentation may take a while to compile, holding up the approval process outlined below. The program will not go through technical review until it has all of the necessary documentation. You can contact the Curriculum Analyst to find out what documentation you will need for your program.

New Programs and Archival of Programs

If you are creating a new program, it will be send to the New Program Task Force for approval. This process will happen simultaneously as your program goes through the approval process in CurricUNET. Programs to be archived also need to go to the Task Force for Program Archival and Discontinuance for recommendation to the Curriculum Committee, again as a simultaneous process as the program goes through the approval process in CurricUNET.

Submission Type	Programs
CurricUNET submission	February 7 th
CC Approval	March 6 th
AS Approval	March 10 th
BOT	March BOT (March 12 th)