

Local Curriculum Changes – Non-Substantial vs Substantial Changes

	Non-Substantial Changes	Substantial Changes
Courses	Addition/Removal from Degrees/Certificates	Addition of Online Method of Instruction
	Advisory Prerequisites	Basic Skills Status
	Catalog Description	Changes to more than 50% of Course Content
	Changes to GE designation	Corequisites
	Changes to less than 50% of Course Content	Course Number (if course is included in a program)
	Course Number (standalone)	Credit Status
	Course Title	Determination of imminent need to expedite
	Grading Options	Major changes in Methods of Instruction, Methods of Evaluation or Assignments
	Limitations on Enrollment	
	Minor changes in Methods of Instruction, Methods of Evaluations or Assignments	Number of Repetitions
	Removal of Online Method of Instruction	Open Entry/Open Exit
	SLOs	Prerequisites
	Textbooks	SAM Code
		Subject Code
		TOP Code
		Units/Hours
Programs	Addition/Removal of Courses	Goals/Objective
	PLOs	New Program Award
	Program Description	TOP Code
	Program Title	Unit Changes