

CURRICULUM POSTING REQUIREMENTS

Courses	Request via	10-day posting	Board approval	State approval
Noncredit Course - new to District	Noncredit Course Request Form (website)	yes	yes	yes
Noncredit Course - new to College, not District	Noncredit Course Request Form (website)	no	yes	yes
Credit Course - new to District	ECD	yes	yes	no
Credit Course - new to College, not District	ECD	no	yes	no
Change of Existing Course located @ only one college	ECD & Course Change Request Form (website)	no	no	no
Change of Existing Course located @ multiple colleges (college attribute only)	ECD & Course Change Request Form (website)	no	no	no
Change of Existing Course located @ multiple colleges (District attribute)	ECD & Course Change Request Form (website)	yes	no	no
Course Reinstate	Course Reinstate Form (website)	n/a	n/a	n/a
Course Archive	ECD	n/a	n/a	n/a
Degrees & Certificates				
Skills Certificate [<18 units] - not transcribed	New Program Data Sheet	no	no	no
New Noncredit Certificate of Completion or Competence	New Program Board Approval Form**	no	yes	yes
New AA/AS degree	New Program Board Approval Form**	yes	yes	yes
New AA-T/AS-T degree	New Program Board Approval Form**	no	yes	yes
Substantial Modification to Existing Degree/Certificates*	Email DO Curriculum	no	yes	yes
Certificate of Achievement	New Program Board Approval Form**	yes	yes	yes
Ending Degree/Certificate	Email DO Curriculum	n/a	yes	n/a

* Refer to Curriculum Submission Guidelines for criteria and ACCJC substantial changes.

** This form initiates the process of Board approval. Once State approval is received, a New Program Data Sheet has to be completed and sent to DO Curriculum.