



# Curriculum Submission Guidelines

## Educational Programs and Institutional Effectiveness (EPIE)

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[EPIE Curriculum Support Website](#)

Download curriculum forms and view weekly posting documents

[DO Curriculum Email](#)

Contact the EPIE Office of Curriculum Support



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# COURSES

## Creating New Courses

### Creating Courses New to the District

Form Needed: [New Course Request Form](#)

1. To create a new district course (credit or noncredit), fill out the [New Course Request Form](#).
  - a. **Noncredit course numbers:** refer to the [Noncredit Course Index](#) to identify available course numbers. Your proposed numbering will be confirmed by DO Curriculum and made unavailable to other LACCD colleges unless they are adopting the same course.
2. Email completed form(s) to [DO Curriculum](#). All courses new to the district require 10-day vetting before they can be added to the next available Board agenda ([Administrative Regulation E-65](#)). DO Curriculum will advise you of the expected posting and Board agenda dates for your course(s). Incomplete forms will be returned to the sender for completion.
3. After the Board meeting date, check [BoardDocs](#) to confirm your curriculum was approved. DO Curriculum does not send out individualized lists of curriculum approvals; each college needs to confirm approval for themselves. Contact DO Curriculum if any items are missing from the expected Board agenda.
4. Enter your new course(s) in [COCI](#). Once a control number is issued, email the approval letter to DO Curriculum. **COCI does not notify DO Curriculum that your course was approved; it is each college's responsibility to notify DO Curriculum when a control number is issued.** Upon receipt of the control number, DO Curriculum will make the course available for scheduling in PeopleSoft as of the requested effective term.
  - a. Under no circumstances will a course be made available for scheduling without a valid control number from COCI.

### Creating Courses New to Your College (Adding a Course Offering)

Form Needed: [New Course Request Form](#)

1. To adopt an existing district course, fill out the **College Attributes** section of the [New Course Request Form](#). Colleges must adopt courses "as-is"; district attribute changes



cannot be proposed during the course adoption process if the course you are adopting is active at another college ([Administrative Regulation E-65](#)).

2. Email completed form(s) to [DO Curriculum](#). Course adoptions do not require vetting and no longer require separate Board approval. DO Curriculum will advise you of the existing Board approval date.
3. After receiving the Board approval date from DO Curriculum, enter your new course(s) in [COCI](#). Once a control number is issued, email the approval letter to DO Curriculum. **COCI does not notify DO Curriculum that your course was approved; it is each college's responsibility to notify DO Curriculum when a control number is issued.** Upon receipt of the control number, DO Curriculum will make the course available for scheduling in PeopleSoft as of the requested effective term.
  - a. Under no circumstances will a course be made available for scheduling without a valid control number from COCI.

## Course Changes

Form Needed: [Course Change Request Form](#)

Districtwide attribute changes require 10-day posting, unless the course is only active at the proposing college, in which case the proposing college can request the change(s) be made in the next available semester. **To ensure timely implementation, all district attribute changes must be received by DO Curriculum no later than 30 calendar days before student enrollment begins in the requested effective term.**

1. To request a course attribute change, fill out the [Course Change Request Form](#) and email completed form(s) to DO Curriculum.
  - a. For a **district** attribute change, DO Curriculum will advise you of the expected posting date for your course change(s), if necessary.
    - i. If no valid challenges are received during the posting period, DO Curriculum will implement the requested change after posting ends and notify all colleges with active course entries in COCI that the course has been updated in PeopleSoft.
  - b. For a **college** attribute change, DO Curriculum will implement the requested change and notify you that PeopleSoft has been updated. These changes do not require posting and most can be entered until the term start date.
2. Each college is responsible for making the corresponding course attribute (district or college) change in COCI. **Failure to update COCI may adversely affect MIS reporting and college apportionment.**



## Course Archiving

**No Form Needed** – Email [Curriculum@email.laccd.edu](mailto:Curriculum@email.laccd.edu)

1. To archive a course, email the course subject, number, and requested effective date to DO Curriculum.
2. DO Curriculum will confirm no classes are scheduled in the requested effective term.
  - a. If no classes are scheduled, DO Curriculum will archive the course and notify you accordingly.
  - b. If classes are scheduled, DO Curriculum will notify your college scheduler to delete those classes before the course is archived.

## Course Reinstatement

Form Needed: [Course Reinstatement Form](#)

1. To reinstate a course that your college previously offered, fill out the [Course Reinstatement Form](#) and email your form(s) to DO Curriculum.
2. DO Curriculum will confirm receipt and advise you to proceed with reactivating the course in COCI.
  - a. Please be aware that other LACCD colleges may have changed district attributes while the course was archived at your college. Refer to the PeopleSoft Course Catalog to confirm the current district attributes and update your COCI entry accordingly.
3. Once COCI shows the course is active, notify DO Curriculum and they will make the course available for scheduling as of the requested effective term.

## Course Modularization

Form Needed: [Standard Module Request](#)

1. Modules can be added to existing “parent” courses by completing the [Standard Module Request](#) form.
2. Upon receipt of the form, the module will be entered in PeopleSoft in the next available term.
3. Modules will have the same Board approval date as the “parent” course.



## PROGRAMS

### New Skill Certificate or Digital Badge

Form Needed: [Program Data Sheet](#)

1. To request a new skill certificate or digital badge, fill out the [Program Data Sheet](#) and email the completed form(s) to DO Curriculum.
2. Skills Certificates and Digital Badges do not need to be posted or approved by the Board.
3. DO Curriculum will enter the new award in PeopleSoft and advise you of the Academic Plan Number. The college is then responsible for completing any additional steps pertaining to publication in the college catalog.

**Note:** Skill Certificates must require fewer than 16 units; otherwise, they require submission as a Certificate of Achievement.

### All Other New Programs

Form Needed: [Program Data Sheet](#)

1. To request any other valid award type, fill out the [Program Data Sheet](#) and email the completed form(s) to DO Curriculum. Incomplete forms will be returned to the sender for completion.
  - a. Career Technical Education (CTE) programs (credit or noncredit) must be posted for ten (10) working days. Upon receipt of the Program Data Sheet, DO Curriculum will advise you of the expected posting and Board agenda dates ([Administrative Regulation E-64](#)).
  - b. Non-CTE programs do not require posting and will be added to the next available Board agenda.
2. After the Board meeting date, check [BoardDocs](#) to confirm your curriculum was approved. DO Curriculum does not send out individualized lists of curriculum approvals; each college needs to confirm approval for themselves. Contact DO Curriculum if any items are missing from the expected Board agenda.
3. Enter your new program(s) in [COCI](#). Once a control number is issued, email the approval letter to DO Curriculum. **COCI does not notify DO Curriculum that your program was approved; it is each college's responsibility to notify DO Curriculum when a control number is issued.**
4. Upon receipt of the control number, DO Curriculum will enter the new award in PeopleSoft and advise you of the Academic Plan Number. The college is then



responsible for completing any additional steps pertaining to publication in the college catalog.

## Program Changes

**No Form Needed** – Email [Curriculum@email.laccd.edu](mailto:Curriculum@email.laccd.edu)

1. After the change is approved via your local curriculum process, record the change in COCI and email DO Curriculum the program control number, the name and type of award, the change(s), and the effective date.
2. DO Curriculum will update PeopleSoft and notify you once the changes have been entered.

**Note:** Program changes no longer generate new program control numbers; however, all program changes still must be recorded in COCI.

For more information on the streamlining process, please see [Memo AA 18-56](#).

## Program Discontinuance

**No Form Needed** – Email [Curriculum@email.laccd.edu](mailto:Curriculum@email.laccd.edu)

1. Except for skill certificates and digital badges, requests to inactivate a degree/certificate program must be approved by the Board. To initiate this process, email DO Curriculum with the name of the program, type of award, and a rationale for its discontinuance. DO Curriculum will notify you of the expected Board agenda date.
2. After the Board meeting date, check [BoardDocs](#) to confirm your discontinuance was approved. DO Curriculum does not send out individualized lists of curriculum approvals; each college needs to confirm approval for themselves. Contact DO Curriculum if any items are missing from the expected Board agenda.
3. If the discontinuance was approved by the Board, change the program status in COCI to Inactive, and email DO Curriculum once the COCI status has been updated.
4. DO Curriculum will enter the term in which State discontinuance was processed as the Last Admit Term in PeopleSoft. The college will still be able to award completions to students already in-process; however, the plan will not be available to students who matriculate after the Last Admit Term.

**Note:** The CCCApply application window opens 6 to 10 months prior to the term start date. Please be aware that students may already be in the CCCApply pipeline when the program is discontinued.



### CCCApply Term Timeline (Domestic and International)

<b>June 1</b>	Open Winter applications for following year
<b>June 1</b>	Open Spring applications for following year
<b>October 1</b>	Open Summer applications for following year
<b>October 1</b>	Open Fall applications for following year

**Please Note:** While ECD is read-only and until eLumen is available for curriculum development, all curriculum data not included on the forms noted in this document must be maintained by the college. Once eLumen is available for curriculum development, it is the responsibility of the college to enter this information into the appropriate fields in eLumen. Colleges are encouraged to download the Word version of the credit COR template from ECD and use it as a temporary location for this data for any credit courses that require curriculum development during this interim period. Noncredit courses can either use this template and simply leave non-applicable fields blank, or use whatever template has been in use at the college outside of ECD. These templates may be used as the official COR for the purpose of updating COCI during this interim period. But once eLumen is available and the course record has been completed there, a new eLumen COR should be uploaded to COCI in its place.