

## Substantial & Non-Substantial Changes

Following the standard curriculum approval process, substantial changes to courses and programs are reviewed by the full curriculum committee, while non-substantial changes may be reviewed by committee-designated sub-groups assigned to each division. The following are curriculum committee approved guidelines for determining what constitutes a “substantial change.” In addition to or in alignment with the below, at any time during the technical review process, technical review committee members may request that a particular proposal be reviewed by the full curriculum committee as a substantial change. Curriculum committee subgroup members may also request that a particular proposal be moved from the sub-group to the full committee; such requests must be accompanied by explanatory comments explaining the reasons full committee review has been requested.

### Course Proposal Guidelines

Substantial Change	Non-Substantial Change	Correction (Admin Save)
<ul style="list-style-type: none"> <li>• New Course</li> <li>• Course Inactivation</li> <li>• Course Reactivation</li> <li>• Changes to Pre- and Co-Requisites</li> <li>• Changes to Min/Max Units</li> <li>• Changes to Hours (Lec/ Lab/ Activity)</li> <li>• Request for Hours/Units Exception (see AP 4090)</li> <li>• Changes to Transfer Status</li> <li>• Subject Code/ Department Change (ex. DRFT to GD, etc)</li> <li>• Adding cross-listed course</li> <li>• Change to credit status</li> <li>• Change to basic skills status or level</li> <li>• Change to non-credit category</li> </ul>	<ul style="list-style-type: none"> <li>• Textbook Updates</li> <li>• Updates to course content, topics, objectives, SLOs and/or description that do not significantly impact course focus (Tech Review Committee will review content for “significant impact”)</li> <li>• Minor change to TOP/SAM code</li> <li>• Addition of DE Delivery to existing course (all DE courses are reviewed by the DE coordinator)</li> <li>• Other updates not indicated in the list of Substantial Changes</li> </ul>	<ul style="list-style-type: none"> <li>• An update to previously requested CSU/UC Transfer or Gen Ed categories, made by the articulation officer, once approved by relevant bodies.</li> <li>• Correction of typo in course name or description</li> <li>• Data corrections required by Chancellor’s office, following consultation with faculty</li> </ul>

### Program Proposal Guidelines

Substantial Change	Non-Substantial Change	Correction (Admin Save)
<ul style="list-style-type: none"> <li>• New Program</li> <li>• Program Inactivation</li> <li>• Program Reactivation</li> <li>• Change to Program Award (ex. Skill Certificate to Certificate of Achievement)</li> <li>• Change to Program Focus (Significant changes to course requirements; TOP code in new discipline)</li> </ul>	<ul style="list-style-type: none"> <li>• Course substitutions that do not substantially change the program’s focus</li> <li>• Minor updates to program description, title, or PLO’s</li> <li>• Updates to State Requirements (LMI, Advisory Committee members, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• An update to previously requested CSU/UC Transfer or Gen Ed categories, made by the articulation officer, once approved by relevant bodies.</li> <li>• Data corrections required by the Chancellor’s office,</li> </ul>

<ul style="list-style-type: none"> <li>• Change to Program Division</li> <li>• Degree units over 60</li> <li>• Change to Program Goal (ex. Transfer to CTE)</li> <li>• Addition of new major or area of emphasis to existing program</li> <li>• Changes requiring significant resources, without which program updates cannot be implemented</li> <li>• CTE Programs requiring additional/ supplemental labor market support data (i.e. LMI data is negative)</li> <li>• Intentional change to method of delivery (i.e. creation of a Distance Ed program)</li> <li>• Change to Zero-Cost textbook program (addition of Zero-Cost designation to existing program, or elimination of this designation).</li> </ul>	<ul style="list-style-type: none"> <li>• “Incidental” DE programs (i.e. program is DE only because of Gen Ed).</li> <li>• Other updates not indicated in the list of Substantial Changes.</li> </ul>	<p>following consultation with faculty</p>
--	--	--