Substantial & Non-Substantial Changes

Following the standard curriculum approval process, substantial changes to courses and programs are reviewed as action items by the full curriculum committee, while non-substantial changes may be reviewed by committee-designated sub-groups assigned to each division to designate items for a slate vote. 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 request that a particular proposal be moved from the sub-group to the full committee as an action item; such requests must be accompanied by comments explaining the reasons full committee review has been requested.

Course Proposal Guidelines

Substantial Change	Non-Substantial Change	Correction (Admin Save)
• New Course • Course Reactivation • Added/Updated Prerequisites (not required by regulation or transfer) • Changes to Min/Max Units • Changes to Hours (Lec/ Lab/ Activity) • Request for Hours/Units Exception (see AP 4090) • Subject Code/ Department Change (ex. DRFT to GD, etc) • Adding cross-listed course • Change to credit status • Change to basic skills status or level • Change to non-credit category	• Textbook Updates • Course Inactivation • 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") • Minor change to TOP/SAM code • Addition of DE Delivery to existing course (all DE courses are reviewed by the DE coordinator) • Added/updated prerequisites required by regulation or transfer • Removal of Prerequisites • Changes to transfer statusOther updates not indicated in the list of Substantial Changes	• An update to previously requested CSU/UC Transfer or Gen Ed categories, made by the articulation officer, once approved by relevant bodies. • Change to course number for previously requested UC transfer status, made by the articulation officer, once approved by relevant bodies. • Correction of typo in course name or description • Data corrections required by Chancellor's office, following consultation with faculty

Program Proposal Guidelines

Substantial Change	Non-Substantial Change	Correction (Admin Save)
• New Program • Program Inactivation • Program Reactivation • Adding/Updating Program Limitations on Enrollment (not required by regulation) • Change to Program Award (ex. Skill Certificate to Certificate of Achievement) • Change to Program Focus (Significant changes to course requirements; TOP code in new discipline) • Change to Program Division • Degree units over 60 • Change to Program Goal (ex. Transfer to CTE) • Addition of new major or area of emphasis to existing program • Changes requiring significant resources, without which program updates cannot be implemented • CTE Programs requiring additional/ supplemental labor market support data (i.e. LMI data is negative) • Intentional change to method of delivery (i.e. creation of a Distance Ed program) • Change to Zero-Cost textbook program (addition of Zero-Cost designation to existing program, or elimination of this designation).	• Course additions or removals that do not substantially change the program's focus • Minor updates to program description, title, or PLO's • Updates to State Requirements (LMI, Advisory Committee members, etc.) • "Incidental" DE programs (i.e. program is DE only because of Gen Ed). • Other updates not indicated in the list of Substantial Changes.	• An update to previously requested CSU/UC Transfer or Gen Ed categories, made by the articulation officer, once approved by relevant bodies. • Updates and corrections to subcategory unit counts and total units counts for programs due to GE/Major double-counting, made by the articulation officer, once approved by relevant bodies. • Data corrections required by the Chancellor's office, following consultation with faculty