

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"> • New Course • Course Inactivation • Course Reactivation • Changes to Pre- and Co-Requisites • Changes to Min/Max Units • Changes to Hours (Lec/ Lab/ Activity) • Request for Hours/Units Exception (see AP 4090) • Changes to Transfer Status • 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 	<ul style="list-style-type: none"> • Textbook Updates • 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) • Other updates not indicated in the list of Substantial Changes 	<ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • New Program • Program Inactivation • Program Reactivation • 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) 	<ul style="list-style-type: none"> • 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.) 	<ul style="list-style-type: none"> • 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

<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • “Incidental” DE programs (i.e. program is DE only because of Gen Ed). • Other updates not indicated in the list of Substantial Changes. 	<p>programs due to GE/Major double-counting, made by the articulation officer, once approved by relevant bodies.</p> <ul style="list-style-type: none"> • Data corrections required by the Chancellor’s office, following consultation with faculty
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