



CURRICULUM PROCEDURES REFERENCE MANUAL

Section 2

Submission Deadlines

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Submission Deadlines for the Curriculum Course Review Committee

The Curriculum Course Review Committee (CCRC) oversees the maintenance and revision of the *Combined Course Library (CCL)*, and has the authority for approving course revisions, additions, and deletions to the CCL (see Section 15 of the *Curriculum Procedures Reference Manual* for more information on CCRC Procedures).

The Committee meets three times each calendar year (fall, spring, and summer). The submission deadlines and corresponding monthly action are as follows:

Items Received by the System Office	Action by Committee	Implementation Dates for New Courses	Implementation Dates for Revised Courses*
March 2, 2023 through August 1, 2023	October 2023	Spring Semester 2024 (2024*01)	Fall Semester 2024 (2024*03)
August 2, 2023 through December 1, 2023	February 2024	Summer Semester 2024 (2024*02)	Spring Semester 2025 (2025*01)
December 2, 2023 through March 1, 2024	May 2024	Fall Semester 2024 (2024*03)	Summer Semester 2025 (2025*02)
March 2, 2024 through August 1, 2024	October 2024	Spring Semester 2025 (2025*01)	Fall Semester 2025 (2025*03)
August 2, 2024 through December 1, 2024	February 2025	Summer Semester 2025 (2025*02)	Spring Semester 2026 (2026*01)
December 2, 2024 through March 1, 2025	May 2025	Fall Semester 2025 (2025*03)	Summer Semester 2026 (2026*02)
March 2, 2025 through August 1, 2025	October 2025	Spring Semester 2026 (2026*01)	Fall Semester 2026 (2026*03)

NOTE: Requests received after the last date will be acknowledged and placed on the agenda for the next meeting; *For earlier implementation, please contact the assigned program administrator.

Submission Deadlines for Entering Electronic Programs of Study

Below is a submission deadline schedule for filing Electronic Programs of Study (POS). Prior to any courses being taught which are listed on the POS, **all** POS that list the courses must receive a program coordinator's "electronic" approval. All POS that are **disapproved** should be corrected by the Disapproved Revision Deadline listed below.

Note: Programs of study new to the college's offerings, or new to the System, should be filed within 30 days after the college receives State Board of Community Colleges approval and prior to implementation of the program.

The submission deadline schedule is:

Implementation Date	Filing Deadline	Coordinator Review Deadline	Disapproved Revision Deadline
Fall	June 15	June 30	July 15
Spring	November 15	December 1	December 15
Summer	March 20	April 5	April 20

NOTE: See Sections 8A, 8B and 9 of the *Curriculum Procedures Reference Manual* for POS Procedures.

Submission Deadlines for Curriculum Program Applications

Program applications may be submitted at any time, but should be submitted within a reasonable amount of time after the initial planning notification.

Program applications for existing program titles that meet the following criteria will be “fast-tracked” and may be processed within 60 days of submission:

- The application is complete, requires no further analysis or documentation, and is received by the System Office by the first working day of the month;
- There are no negative impact assessments;
- The college does not go outside of its service area for planning purposes; and
- The program is not new-to-the-system.

Example Timeline

March 1	- Application received by System Office
April Board Meeting	- System Office presents to Board as " Fast Track for Action "

Completed applications that do *not* meet the “Fast Track for Action” criteria that are received by the first working day of the month will be processed within 90 days of submission.

Example Timeline

March 1	- Application received by System Office
April Board Meeting	- System Office presents to Board " For Future Action "
May Board Meeting	- System Office presents to Board " For Action "

The approval process for applications which are received after the first working day of the month, are incomplete, or require further analysis may exceed this 90-day schedule. Since the State Board normally does not meet in June or December, application processing schedules which include these months may also exceed 90 days.

The *Three Year Accountability Report* must be submitted three years after program implementation. See Section 3C of the *Curriculum Procedures Reference Manual* for a complete listing of deadlines for specific college programs.

NOTE: See Sections 3, 3A and 3B of the *Curriculum Procedures Reference Manual* for Program Application Procedures.

Submission Deadlines for Instructional Service Agreements and Contracts

Please note that System Office approval must be obtained prior to the implementation of instructional programs or courses offered under the terms of 1D SBCCC 400.94 as contracts or programs filed under 1D SBCCC 400.96 as Level Three Instructional Service Agreements (ISA) (formerly collaborative agreements). Prior approval is necessary to insure full FTE credit for the institution and compliance with the State Board Administrative Code.

Academic Programs and Legal Services will *not* be able to process contracts or Level Three Instructional Service Agreements received after implementation of the course or program.

The following submission deadlines should be followed:

Level Three ISAs

Implementation	Filing Deadline
Fall	June 15
Spring	November 15
Summer	March 20

Contracts

Implementation	Filing Deadline
Start of Fiscal Year (July 1)	May 1
Other	Sixty Days Prior to Implementation

NOTE: See Section 6 of the *Curriculum Procedures Reference Manual* for ISA procedures. See Section 17 of the *Curriculum Procedures Reference Manual* for Contract procedures.