



CURRICULUM PROCEDURES REFERENCE MANUAL

Section 2

Submission Deadlines

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SUBMISSION DEADLINES

A. Submission Deadlines to the Curriculum Course Review Committee

The Curriculum Course Review Committee will meet three times (fall, spring and summer) each calendar year. The meeting dates and submission deadlines are as follows:

| Items Due to System Office | Action by Committee | Implementation Dates for Revised Courses* |
|---|---------------------|---|
| From July 29, 2021 thru December 5, 2021 | February 2022 | Spring Semester 2023 (2023*01) |
| From December 6, 2021 thru March 15, 2022 | May 2022 | Summer Semester 2023 (2023*02) |
| From March 16, 2022 thru August 1, 2022 | October 2022 | Fall Semester 2023 (2023*03) |
| From August 2, 2022 thru December 1, 2022 | February 2023 | Spring Semester 2024 (2024*01) |
| From December 2, 2022 thru March 1, 2023 | May 2023 | Summer Semester 2024 (2024*02) |
| From March 2, 2023 thru August 1, 2023 | October 2023 | Fall Semester 2024 (2024*03) |
| From August 1, 2023 thru December 1, 2023 | February 2024 | Spring Semester 2025 (2025*01) |

New Courses are effective beginning with the semester immediately following the CCRC meeting

NOTE: Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.

NOTE: See Section 15 of the *Curriculum Procedures Reference Manual* for CCRC Procedures.

B. 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.

C. 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.

D. 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.