

## Proposal – Program Actions

Department:

Program Name:

Program type:

**Credit**

Major: Choose  AA,  AS,  AA-T, or  AS-T

Certificate of Achievement

Certificate of Accomplishment

**Non-Credit**

Certificate of Completion

Certificate of Competency

Action:  New  Revision  Deletion  Creation of Major from Certificate/Award of Achievement

Implementation date (term, year):

### Program Overlap Sign-off (Non-proposal department chair(s) sign as needed)

Department	Overlap?	Chair initials	Department	Overlap?	Chair initials
	<input type="checkbox"/> No overlap <input type="checkbox"/> Acceptable overlap			<input type="checkbox"/> No overlap <input type="checkbox"/> Acceptable overlap	
	<input type="checkbox"/> No overlap <input type="checkbox"/> Acceptable overlap			<input type="checkbox"/> No overlap <input type="checkbox"/> Acceptable overlap	

### Signatures

Department Chair:

School/Division Dean:

Curriculum Chair (upon Committee approval):

### Submission Guidelines

**New Programs:**

Prepare 28 collated and stapled copies of:

- 1) this form and
- 2) the proposed catalog copy text

**Program Revision:**

Prepare:

- 1) this form,
- 2) the proposed catalog copy text
- 3) a copy of the current catalog text

Consult with the Curriculum Committee chair before making copies.

**Program Deletion:**

Submit one copy of this form.

**Submit to the Curriculum Secretary in Cloud 308E.**

### Important Information

**Credit Programs**

Majors are programs of 18 or more units that students can use to satisfy the major requirement of the Associate Degree. New majors require System Office approval. Generally, revisions of previously approved majors do not require System Office approval. Students who use an approved major when getting an Associate Degree will have the name of the major on their transcript.

Certificates of Achievement require System Office approval. Generally, Certificates of Achievement comprise of 18 or more units, although it is possible to get System Office approval for Certificates of Achievement of between 12 and 18 units. Students who successfully petition for a Certificate of Achievement will have a notation of that Certificate on their transcript.

Certificates of Accomplishment are below 18 units, and are approved locally. Students who successfully petition for a Certificate of Accomplishment will have no extra notation on their transcript.

**Noncredit Programs**

Certificates of Completion lead students to increased employability or job opportunities.

Certificates of Competency are aligned with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution. Students completing a Certificate of Competency may go on to non-degree applicable coursework first.

**Catalog Notes**

The printed version of the catalog will *not* have the details of programs that require System Office approval until *after* that approval has been obtained. The online catalog will be updated throughout the year as System Office approval is obtained for programs.

**Departments are encouraged to discuss new or revised programs with the Curriculum Committee Chair and Dean of Curriculum**

### Curriculum Office Use Only

System Office Submission Date:

System Office Approval Date:

Banner/Catalog Entry Date: