New Course or Prefix Created
- Course Title Change?
- Course Credit?
Current Course Revised
- Course Description
- Required Course Learning Outcomes
- Recommended Topical Outlines

NOTIFY SCHOOL’S SFCC REPRESENTATIVES at the start of this process

Discipline APPROVAL* (Required)
- Course vetted for CCNS duplication
- Discipline Chair submits

College Subject Matter Dean/Chair APPROVAL*
- Confirmation of discipline consultation & Discipline Chair approval

College Curriculum Committee APPROVAL*
- Course/Prefix reviewed utilizing Style Guide

College Academic Officer (CAO) APPROVAL*
- Submission to CCCS

Proposition returned to Originator and Discipline with rationale for return.

Proposal returned to Originator and Discipline with rationale for return.

Course denied. Returned to college curriculum with rationale for denial.

Open comment period.
- Feedback for courses/prefixes must be submitted by the end of business of the Tuesday prior to upcoming SFCC meeting

Once the Action List has been compiled, SFCC members may be assigned specific courses to review.

System CAO APPROVAL

COMPLETION
- Course is made active on CCNS/Banner by CCCS, final outcome noted on the notification spreadsheet, posted to CCCS website, and colleges notified

CAOs vote on courses/prefix at its next scheduled Curriculum Approval Call after SFCC meeting.

SFCC votes on eligible monthly courses/prefix at its next meeting.

*Style Guide – User best practices

NOTE: Once course is in the CCNS, it can be scheduled at campuses and used in programs

By the 25th of the month, college CAO forwards to Curriculum, Catalog, and Scheduling Coordinator (CCSC) at curriculum.catalog@cccs.edu for review at the next SFCC meeting.