



California Community Colleges

Non-Substantial Changes to Approved Program or Change of Active-Inactive Status

Chancellor's Office Only

Date Processed

College _____ Contact Person _____
 District _____ Phone # _____
 Date Form Submitted _____ E-mail _____

DATE

SIGNATURE, CHIEF INSTRUCTIONAL OFFICER

TYPED OR PRINTED NAME

Check one of the four boxes below to indicate the type of change.

If you select Option 1 or 2, complete fields A – K below:

- ☐ **1.** Non-substantial change to previously approved program
☐ **2.** Change from INACTIVE to ACTIVE status.

For revised and reactivated programs, attach **proposed program description** and **requirements** – catalog description, list of required course titles, units, and other completion requirements.

Date Program Reactivated

If you select Option 3 or 4, complete fields A, B & C below:

- ☐ **3.** Remove/Delete entry from current college program inventory
☐ **4.** Change from ACTIVE to INACTIVE status.

Date Program Last Offered

Briefly describe change/update:

| | FIELDS | AS LISTED in CURRENT INVENTORY | AS REVISED (fill in updated fields only) |
|----------|---|-----------------------------------|---|
| A | Unique Code | | N/A – Unique code cannot change. |
| B | T.O.P. Code | | |
| C | Local Title | | |
| D | Certificate Units | | Attach list of required courses. |
| E | Degree Units | | Attach list of required courses. |
| F | Degree Type | | |
| G | Year Approved | | |
| H | Transfer Status | | N/A - Use CCC-510 for Substantial Change. |
| I | Occupational Status | | N/A - Use CCC-510 for Substantial Change. |
| J | Date Program Change Approved by Curriculum Committee (month/year) | | |
| K | Comments (appear on Inventory of Approved and Projected Programs) | | |

SUBMIT ONE COPY OF THIS FORM AND ALL ATTACHMENTS.

CCC-511: Non-Substantial Changes to Approved Program

This application requires only one copy. The form may be downloaded separately from the Chancellor's Office web site at http://www.cccco.edu/divisions/esed/aa_ir/CREDIT/credit_appsforms.htm. Please attach the proposed program description and requirements, unless the request is to remove/delete the program from the Inventory or to change the program's status from "Active" to "Inactive."

If the System Office believes the requested change should have been submitted as a new or substantially modified program, it may request additional information from the college before making an approval decision, which may include any of the elements on the "Application for Approval–New Credit Program."

College and District: These fields help to identify the specific program that is being modified.

Contact Person: The person designated as contact for the application should be the person most able to answer questions about the proposed program. It may be the chief instructional officer, the division or department chair of the originating department, or the originating faculty member who has designed the program changes.

Phone Number and E-mail Address are used for interim communications from the System Office. Requests for further information will usually be sent to the contact person, but official communications on the status of program approval applications are sent to the chief instructional officer, with copies to the contact person.

Signature, Chief Instructional Officer: This original signature is required. This person takes responsibility for the quality and accuracy of the application when they sign the cover form.

Choose one option: Refer to the section "Substantial modifications to existing programs" starting on p. **Error! Bookmark not defined.** to determine what kind of change needs to be requested. There are two groups of options in this part of the application.

Note the instruction to complete all rows (**A-K**) if you have selected Option 1 or Option 2. All other changes require only rows **A**, **B**, and **C** and the appropriate date when the program status changed from inactive to active, or vice versa, next to the option number and description above.

Choose Option 1 if you are requesting a non-substantial change, such as:

- local title changes
- T.O.P. code changes
- certificate unit changes
- degree unit changes
- degree type changes

Choose **Option 2** or **Option 4** to change a program status from "Inactive" to "Active" or from "Active" to "Inactive" status, and enter the appropriate date in the space provided.

Selecting **Option 3** will permanently delete the program from the inventory. The deleted program cannot be re-activated in the future, but can be submitted for approval as a new program using the appropriate form.

In the space provided, briefly describe the change or update that is being made. If additional space is needed, you may attach an additional page.

Before completing the bottom of the page, review the college's existing program inventory. If you cannot obtain a printed inventory, you may view the inventory on the World Wide Web at <http://misweb.cccco.edu/esed/webproginv/prod/invmenu.htm>. Fill in all rows that apply to the existing program, in order for the reviewer to identify the specific existing program that will be modified.

Row A: Please enter the **Unique Code** as it is listed in the Inventory of Approved and Projected Programs. The unique code of the existing program may include more than one certificate and degree. Use a single form to request all changes to a single unique code. Complete multiple forms only when multiple unique codes need to be listed.

Row B: If a change of T.O.P. code is requested, the college should explain why such a change is appropriate and why it does not constitute a substantial change. Refer to the section "Substantial modifications to existing programs" on p.

Error! Bookmark not defined. for more information. Usually, the T.O.P. code should remain the same unless there has been a modification or addition to the available T.O.P. codes that better fits the existing program. If the proposed T.O.P. classification is within a different 4-digit T.O.P. discipline, the "Application for Approval – New Career technical education Program" or "Application for Approval – New Transfer program" form should probably be used. If in doubt, check with the System Office to be sure that the correct form is being used.

Row C: The Local Title should be entered as it appears on student records and transcripts. The revised title will be entered into the Inventory of Approved and Projected Programs exactly as entered here, if space allows, with the exception that notations of "certificate" or "degree" will not be entered.

Row D and Row E: Changing the number of required units for a certificate or degree does not necessarily mean that the requested change is substantial or non-substantial. If the program goals and objectives are not changed, but the number of courses or specific required courses is changing, that is usually a non-substantial change that can be reported on this form. Provide the number of units required for the major, including core courses, restricted electives, and closely associated prerequisites. Do not include recommended electives, general education courses, or open electives.

If the number of **certificate units** is changing from less than to more than 18 semester units or 27 quarter units, that is a substantial change that needs to be approved by the System Office. Certificates that require less than 18 semester units or 27 quarter units were not subject to the normal review and approval process, so it will be necessary to submit the request with the "CCC-510: Substantial Changes to Approved Credit Program" form.

Row F: Fill in "A" for the Associate in Arts degree type; "S" for Associate in Science; or "B" where both degrees are available. If you are changing the degree type, please explain the difference in requirements in the space provided. If you are adding a new degree, it probably should be submitted with the "CCC-510: Substantial Changes to Approved Credit Program" form.

Row G: The Year Approved is listed on the Inventory of Approved and Projected Programs. In the "As Revised" column, this field should be blank unless there is an error in the inventory that needs to be corrected. Explain this type of correction in the space provided and attach documentation, such as a page from a college catalog.

Row H: Fill in "2" if preparation for transfer is one of the primary purposes of the program. No other code is used in this field.

Row I: Make no mark if non-occupational; "1" if career technical education non-apprenticeship; "2" if apprenticeship only; "3" if both apprenticeship and non-apprenticeship. This form may not be used to add an apprenticeship that has not been previously approved. The form "Application for Approval–Credit or Noncredit Apprenticeship Program" is required for all apprenticeships.

Row J: Enter the month and year when the proposed change or changes were approved by the college curriculum committee.

Row K: The Inventory of Approved and Projected Programs contains a field for Comments that were entered when the program was approved or last revised. You can revise the comments. Attach additional pages, if necessary.

Please attach the proposed program description and requirements (i.e., list of required courses and other completion requirements), unless the request is to remove/delete the program from the Inventory or to change the program's status from "Active" to "Inactive."

If the System Office determines that the program changes appear to be substantial, it may request additional information, including any of the elements from the "Application for Approval–New Credit Program."

Although a college may submit this form at any time, the System Office will also conduct a periodic inventory update, offering colleges the opportunity to supply such update information for all their programs at once. A college may choose to wait to submit non-substantial changes until such a survey is taken; however, if it is desired to have changes reflected on the inventory immediately, this form should be submitted.

