
CURRICULUM PROCESS TIMELINE

Why are curriculum proposals due so far in advance from its effective term? To establish a priority deadline for curriculum, the Curriculum Committee must work in tandem with the Office of Academic Services to determine when curriculum proposals must be finalized for inclusion in the class schedule and catalog (or addendum). Then, the timeline is built backwards from there. This includes accounting for the time it can take for the California Community College Chancellor's Office (CCCCO) to approve curriculum. Curriculum proposals can be submitted at any time! Refer to the timeline below for this cycle's deadline and processes.

April SUBMISSION DEADLINE for FALL 2028 EFFECTIVE TERM

All curriculum proposals **MUST** be launched (aka submitted) in Meta, by the originator, no later than April of the prior year it is to be effective for guaranteed "timely" processing. This excludes the articulation process. *Submitting curriculum earlier than April is highly encouraged.* **Current Deadline: April 12, 2027 for Fall 2028 Effective Term**

"Curriculum proposals" includes EVERYTHING: New Course Proposals (credit & non-credit), Course Modifications (credit & non-credit), New Programs (credit & non-credit), Modified Programs (credit & non-credit). "Programs" include degrees and certificates (AA, AS, AS-T, AA-T, Certificate of Achievement, Certificate of Proficiency, Certificate of Completion, and Certificate of competency).

State-mandated curriculum proposals may allow for late submissions beyond the priority deadline and still be processed in time for the effective term.

April – September CURRICULUM REVIEW

Curriculum proposals must be reviewed by the Curriculum Committee and relevant stakeholders to ensure compliance standards, policies, and codes are met, as well as to include all appropriate documentation needed for CCCCCO approval. This process may take **two months or longer**. Note that the Curriculum Committee members do not work during the summer.

The responsiveness and involvement of the curriculum originator plays a significant role in

determining how quickly the curriculum can be reviewed. Delays in providing the necessary information or making revisions may extend the review process.

The number of curriculum items submitted has a direct impact on the time required for the curriculum review process. A higher number of submissions may lead to longer review times due to increased workload.

New CTE programs require approval from their advisory committee, and recommendation from the Bay Area Community College Consortium (BACCC). This additional process may extend the timeline for these programs.

May – November CURRICULUM COMMITTEE APPROVAL (local level)

Curriculum proposals require approval from the Curriculum Committee– meetings happen twice a month, 1st and 3rd Tuesday most months (excluding holidays and summer). Faculty members are **HIGHLY ENCOURAGED** to attend the meeting when their curriculum is scheduled for a vote. This ensures that any questions the committee may have can be addressed promptly allowing for timely voting and a smooth review process. If the curriculum proposal needs articulation, it must obtain Curriculum Committee approval before being submitted for articulation.

UC Articulation: new courses seeking new (and courses with *significant changes** seeking to retain) UC and Cal-GETC articulation must be submitted to UC for the yearly UC review deadline in **early June**. UC articulation decisions are released in August of the same year.

Cal-GETC Articulation: new courses seeking new (and courses with *significant changes** seeking to retain) Cal-GETC articulation must be submitted for the yearly Cal-GETC review deadline in **early December**. New courses must first be approved by UC (see early June deadline referenced above). Cal-GETC articulation decisions are released in late Spring of the following year.

May – December CLPCCD BOARD OF TRUSTEES APPROVAL (local level)

All curriculum proposals require approval from the CLPCCD Board of Trustees. Meetings are held on the 3rd Tuesday of each month. All curriculum documentation is due approximately **four weeks before** the Board meeting takes place.

The December November Board meeting of the prior fall semester, is the final board that can guarantee inclusion of most curriculum proposals in the following fall semester's class schedule (and catalog, if applicable). EX: November 2026 Board of Trustee Meeting is the last chance to guarantee inclusion in the Fall 2027 class schedule.

June – December STATE APPROVAL

The California Community College Chancellor's Office (CCCCO) requires **approximately 2-16 weeks** to approve our curriculum proposals, depending on the type of proposals. If the curriculum is pending approval in the Chancellor's Office Curriculum Inventory (COCI) system, it cannot be listed in either the class schedule or the catalog until it is officially approved.

All curriculum, including all relevant documentation, submitted to the CCCCCO is done manually by the Curriculum Specialist(s). Once the curriculum proposal is submitted to the State, via the COCI system, it is checked on regular basis for approval updates. CCCCCO does NOT notify the Curriculum Specialist when a proposal is approved.

Colleges cannot claim apportionment for classes that are not approved by the State. Colleges cannot award degrees that are not approved by the State.

December – February IMPLEMENTATION

(The preceding fall & spring semester a curriculum proposal is scheduled to become effective)

All curriculum (courses, certificate of achievements, degrees) should be approved by the CCCCCO, approved in Meta, and updated in BANNER (MyPortal) by December. This ensures that our so schedulers can input new schedules into BANNER appropriately and accurately.

However, the entire curriculum process - from submission to BANNER input - MUST be completed by February of the same year it is to be effective. This is to ensure the curriculum makes it into the class schedules and catalog.

All BANNER (MyPortal) entries for curriculum - new, modify or removal - is manually done by the Office of Academic Services Schedulers.

Curriculum recommendations are overseen by faculty through the Curriculum Committee. The Curriculum Committee collaborates with the Office of Academic Services to ensure that

For curriculum proposals to be effective in Fall 2027

submitted curriculum makes it through the approval process and updated accurately. Course scheduling is at the discretion of the appropriate division dean, who then work with the Office of Academic Services to ensure courses are offered to students.

Articulation Information

New or modified courses must be approved by the Curriculum Committee prior to sending articulation requests. Curriculum Committee approval does not guarantee articulation approvals, which are the purview of UC, CSU or the “receiving” institution. New or modified courses seeking UC articulation must be submitted to the UC **by early June. UC articulation decisions are released in August of the same year.** New or modified courses seeking Cal-GETC articulation must be submitted by **early December.** In order for new courses to be submitted for Cal-GETC articulation, it must first be submitted and approved by the UC. **Cal-GETC articulation decisions are released in late Spring of the following year (typically April or May).**

Courses will **NOT** transfer until after the external articulation approvals are granted (articulation is not retroactive).

***Significant Changes:** significant changes in to a course generally refer to: major changes to content, objectives, prerequisites, unit changes, &/or methods of assessment. Modified courses with significant changes must be resubmitted and re-reviewed for articulation.

Associate Degrees for Transfer: To include a course on an ADT and prior to sending to the State for approval, most courses must first *either* be: 1) approved by C-ID, or 2) Cal-GETC, or 3) have major articulation with one CSU campus. Each individual ADT "model curriculum" specifies the “articulation type” needed for each course.

C-ID course approval (external review): occurs on a rolling basis. C-ID course review is only needed for those courses indicated on the ADT Model Curriculum that are offered by Chabot College.

Articulation review standards are subject to change from year to year.

Please contact the Articulation Officer if there are further questions.

ARTICULATION GUIDELINES & TIMELINES

- ☐ New or modified courses must be approved by the Curriculum Committee prior to sending articulation requests.
- ☐ Curriculum Committee approval does not guarantee articulation approvals, which are the purview of UC, CSU or the "receiving" institution.
- ☐ Courses offered/completed before articulation approval will not transfer.

	<i>Spring</i> Local Approval	<i>Fall</i> Local Approval	Articulation Requests Submitted	Articulation Decisions Available
CSU Transfer (elective credit)	1.5 years	1 year	May 15	Chabot decides
UC Transfer (elective credit)	1.5 years	1 year	June	Yearly in early Fall (Aug./Sept.) of same year
<i>Cal-GETC</i> (Transfer GE)	1.5 years	2 years	December 1	Yearly in April or May of following year
Major/ Department Articulation	1.5 years	1 year	rolling	Mid-fall semester of the following year &/or rolling
C-ID Course Approval	1.5 years	1 year	rolling	rolling

- ☐ Modified courses with *significant* changes must be resubmitted and re-reviewed for articulation. Articulation review standards may change from year to year.
- ☐ Significant changes for articulation generally refer to: changes to content, objectives, prerequisites, unit changes, &/or methods of assessment.