

CUYAMACA COLLEGE

CURRICULUM ADDITION, DEACTIVATION, AND DELETION GUIDELINES

As part of the College's regular review cycle for curriculum, and in the interests of providing our students with accurate and properly articulated courses of instruction in the catalog, the Curriculum Committee proposes the following process for adding, deleting, and deactivating courses.

Course Addition

Course addition is the process whereby a faculty member initiates the creation of a new course that:

- if applicable, aligns with an available C-ID Course Descriptor,
- is added to a degree or certificate program,
- requests Cuyamaca College Local General Education area eligibility,
- requests Cal-GETC/CSU Breadth/IGETC area eligibility,
- communicates to counterpart faculty at Grossmont College, and
- if applicable, aligns the course if the course already exists at Grossmont College.

Rationale

- Course additions should go through the complete process of UC, CSU and general education approval before being offered to students.
- Course additions should be submitted as early as possible in the Fall semester; however, the window will extend to the beginning of the Spring semester by the March board packet deadline.

Process

- Discipline faculty are responsible for initiating the course addition by filling out the Course Addition form and any additional appropriate forms.
- Discipline faculty are responsible for following the Guidelines set forth by the most recent Program and Course Approval Handbook (PCAH).
- The window for course additions will close by the March board packet deadline of every year to be effective in the following academic year's catalog. For example, for 2025-2026 catalog year, course additions must be submitted by the 2025 March board packet deadline.
- Requests for Cal-GETC approvals of new courses must first receive UC approval in the summer after Curriculum approval and can then be submitted for GE approvals in December to become effective the following year. For example, new courses in the 2025-2026 catalog will be submitted for UC

approval Summer 2025 and for Cal-GETC in December 2025. GE approvals will be effective in the 2026-2027 catalog.

- Program modifications intended to add the new courses are recommended to be submitted at the same time as the course addition.
- The March Board Packet deadline is the last date to submit program and course modifications in response to course additions, deactivations, and deletions.
 - Modifications for transfer degrees (ADTs) are due by the December Board Packet deadline.

Resources

- [C-ID](#): C-ID is a supranumbering system being developed to ease transfer and articulation in California's higher education institutions. Currently, C-ID has 479 approved descriptors from over 58 different disciplines.
- [Program and Course Approval Handbook \(PCAH\) – California Community Colleges Curriculum \(cccriculum.net\)](#)
- California Community Colleges Chancellor's Office (CCCCO) Curriculum Inventory System ([COCI \(ccctechcenter.org\)](#)): Faculty can use COCI to search for existing programs and existing courses at our colleges, and other colleges in the state.
- CCCCCO [Data Mart \(cccco.edu\)](#): Faculty can use to search course section data, such as Credit Course Section Summary Report that shows count of sections, number of full-time equivalent students (FTES), and enrollment count by TOP6 code.

Course Deactivation and Course Deletion

Course deactivation or deletion is the process whereby a faculty member initiates:

- The deactivation of an existing course from the college catalog but maintains the course from within the statewide Chancellor's Office inventory for a period of 5 years from the date of deactivation.
- The deletion of an existing course or a program from the college catalog and removes the course/program from within the statewide Chancellor's Office inventory.

Rationale

- Deactivation removes a course from the college catalog, and therefore from any requirements for SLO assessment. However, deactivated courses remain on the Chancellors Office Curriculum Inventory, and may be reactivated at a later time by filing a Course Modification form if proposed on or before the 5-year mark. For reactivation proposals after five years from the deactivation date, the faculty must develop a new course and follow the regular course addition process.
- While discipline faculty may choose to deactivate a course at any time, it is recommended that a course be deactivated if it hasn't been offered for four years or longer.
- Warning: Course deactivations that threaten the viability of any degree or certificate may not be approved.
- To ensure the deadlines for Curriculum Committee and Governing Board approval can be met, as well as being mindful of the Articulation timeline, course deactivations and deletions should be submitted as early as possible in the Fall semester and by the December board packet deadline.

Process

Discipline faculty are responsible for notifying Instructional Operations of their plans to delete a program for the next catalog year by October 1 of the previous academic year. This is to allow the Educational Support Services and Evaluations to prepare the following year's application for students.

Discipline faculty are responsible for initiating the deactivation/deletion process by completing the Deactivation/Deletion form and submitting it to Instructional Operations.

- Upon receipt of the form, Instructional Operations will compile a list of all programs and courses that will be affected by the proposed deactivations/deletions and return that list to the faculty initiator.
- It is the responsibility of the faculty initiator to notify all department chairs in writing and their deans who will be affected by the deactivation/deletion so that they can assess the impact on their courses and programs.
- It is the responsibility of affected programs to make any necessary adjustments to CORs, degrees, and certificates to reflect course deactivations/deletions.
- The fall semester will be the window for course deactivations and deletions; no course deactivations will be processed during the spring semester.
- The March Board Packet deadline is the last date to submit program and course modifications in response to course additions, deactivations, and deletions.
 - Modifications for transfer degrees (ADTs) are due by the December Board Packet deadline.
- It is understood that if an aligned course is deactivated and then later reactivated, the department is responsible for aligning the course with the counter-part department.

Timeline Summary

Process	Timeline
Course addition	Fall through March board packet deadline (beginning of Spring)
Course addition catalog year	By March board packet to be effective the following academic year's catalog. Example: 2025 March board packet will be effective 2025-26 catalog.
*Transfer GE Approvals	By December of the catalog year to be effective in the following catalog year
Program modifications to add the new courses	Same time as course addition
Program addition	Fall through March board packet deadline (beginning of Spring)
**ADT modifications	December board packet deadline
Course deactivations and deletions	Fall through December board packet deadline
Course deactivations and deletions	No submission in Spring
+Program modifications in response to deactivations and deletions	March board packet deadline
Course modifications in response to deactivations and deletions	March board packet deadline

*** GE requests are submitted in December and approved by May to go into effect the following catalog year. Example: New courses in 2025-2026 catalog will be submitted for GE approval in December 2025 and approvals are effective in the 2026-2027 catalog.**

****Unique deadline for ADTs due to time limitations related to the Chancellor's Office review timeline.**

+ Notification of the intention to delete a program must be sent to IOps by October 1, to prepare for next year's student application