

# CURRICULUM POSTING REQUIREMENTS

Courses	Request Method	10-Day Posting	Board Approval	COCI Entry Required
New Credit Course (New to District)	ECD	✓	✓	✓
New Noncredit Course (New to District)	Noncredit Course Request Form	✓	✓	✓
Add Existing Credit Course (New to College)	ECD	-	✓*	✓
Add Existing Noncredit Course (New to College)	Noncredit Course Request Form	-	✓*	✓
Change of Local Course Attribute	ECD & Course Change Request Form	-	-	✓
Change of District Course Attribute	ECD & Course Change Request Form	✓	-	✓
Course Archive	ECD	-	-	✓
Course Reinstate	Course Reinstate Form	-	-	✓

\*Colleges may use a Board Agenda date within the past two years if the same course was approved at another LACCD college.

Degrees & Certificates	Request Method	10-Day Posting	Board Approval	COCI Entry Required
New AA/AS degree	New Program Data Sheet	✓	✓	✓
New AA-T/AS-T degree	New Program Data Sheet	-	✓	✓
New Certificate of Achievement	New Program Data Sheet	✓	✓	✓
New Noncredit Certificate of Completion or Competency	New Program Data Sheet	✓ <sup>1</sup>	✓	✓
New Skills Certificate (<16 units) or Digital Badge - non-transcripted	New Program Data Sheet	-	-	-
Modification of Existing Degree/Certificate	Email change(s) to DO Curriculum	-	-	✓
Program Discontinuance	Email description of viability review process and the reason(s) for the discontinuance recommendation to DO Curriculum for inclusion in the next available Board agenda (see Board Rule 6803)	-	✓	✓

**Notes:**

<sup>1</sup>Per E-64, "all new Career and Technical Education Programs shall be posted in the District for a minimum of ten (10) work days prior to submission for LAORC recommendation." *Please note this new requirement and adjust timelines accordingly.*

The State Chancellor's Office no longer generates new control numbers or approval letters for modified programs.