

# Curriculum Process Snapshot

At GRCC, Curriculog is used to facilitate the development and revision of curriculum. Each process is described below. Once you login in Curriculog and select “+New Proposal” you will see the processes listed below.

## Discontinuing Programs & Courses

**Course Discontinuation:** Use this process to remove a course from the GRCC Catalog and inactivate it in PeopleSoft for a future academic year. Courses can be re-activated using the regular Course Review & Revision process if there is a desire to reactive the course in the future.

**Program Discontinuation:** Use this process to remove a program from the GRCC Catalog for a future academic year. Please note that discontinuing academic programs requires School and institutional approvals (which are embedded in the Curriculog process).

## Revising Courses

**Course Review & Revision (XXXX-XXXX Catalog):** Use this process to revise a course for the next academic year. Revisions for courses may only occur for the “Fall” of the next year. Basic course revisions include curricular changes, such as updates to the course description, Course Learning Outcomes, outline, **pre-requisites**, etc. This process can also be used for “major” course changes such as changing the name, prefix, or general education status of a course.

**Non-curricular Course Change:** Use this process to make an immediate non-curricular change to a course. Course changes that can be made through this process include: Essential Abilities/Technical Standards, schedule components changes (for PeopleSoft), room request information, Most Common Section Size, Maximum Course Enrollment, Dual Enrollment status, Number of times a student can receive credit for a course.

## Revising Programs

**Program Revision- Career/Professional (XXXX-XXXX Catalog):** Use this process to revise a Career or Professional program for the next academic year. Revisions for academic programs may only occur for the “Fall” of the next year. Basic program revisions include all curricular changes, such as updates to the program description and course additions or changes. Major program revisions include changes to the title, CIP code, or a significant number of courses in the program.

**Program Revision- Transfer (XXXX-XXXX):** Use this process to revise a Transfer (Pre-Major or Pre-Professional) or Articulated program for the next academic year. Revisions for academic programs may only occur for the “Fall” of the next year. Basic program revisions include all curricular changes, such as updates to the program description and course additions or changes.

## Developing New Courses

**New Course (XXXX-XXXX Catalog):** Use this process to create a new course for the next academic year. New courses may be created to be added for Fall or Winter semesters.

**New Subject Code (Prefix) Request:** Use this process to request a new Subject Code (Prefix). A new Subject Code must be approved using this process prior to it being used for a new or existing course.

**Seminar Course:** Use this process to create a proposal for a Seminar section to be approved and added to the course schedule. New seminar courses can be created for any semester.

## Developing New Academic Programs

**New Program Development- Accelerated (XXXX-XXXX):** Use this process to develop a new Career or Professional program more quickly or beyond the typical deadlines due to external needs or circumstances. New academic programs may be developed to be added to Fall or Winter catalogs.

**New Program Development- Career & Professional Programs (XXXX-XXXX):** Use this process to develop a new Career or Professional program for the next academic year. New academic programs may be developed to be added to Fall or Winter catalogs.

**New Program Development-Transfer Programs (XXXX-XXXX):** Use this process to develop a new Pre-Major, Pre-Professional, or articulated program for the next academic year. New academic programs may be developed to be added to Fall or Winter catalogs.