

Courses

MC Deactivate Course

- This proposal makes the course inactive in Passport and the State Chancellor's Office Curriculum Inventory. It also removes the course from the next printing of the *College Catalog*. It is not a permanent deletion. You can reactivate the course at a later date by submitting an MC Course Reactivation proposal.

MC Course Changes in Catalog Info

- The following course changes are considered "catalog changes":
 - Units (assignment hours may also affect units)
 - Lecture/Lab Hours
 - Title
 - Catalog Description
 - Cross-listing
 - Requisites and Advisories
 - Grading Options
 - Credit by Exam
 - Repeatability

MC New Fee Based Course

- This proposal initiates a new fee-based course. These are community service courses that can be used for personal enrichment or as continuing education for some vocations. Students pay the full fee for the course. No apportionment is collected by the college.

MC Course Reactivation

- This reactivates a course that previously deactivated. The advantage of reactivating rather than creating a new course is the approval process is typically faster. The State Chancellor's Office has already issued a course control number for the course.

MC Course Changes Only in Non-Catalog Info

- The following course changes are considered "non-catalog changes":
 - Addition or modification of SLOs
 - Lecture/Lab Content
 - Student Assessment
 - Student Performance Objectives
 - Methods of Instruction (unless adding distance education)
 - Texts, Readings, and Materials
 - Assignments and Assignment Hours (unless the hours affect the units)

MC New Course

- This proposal initiates a new credit or noncredit course. For fee-based courses, see MC New Fee Based Course.

Distance Education (DE) Addendums

Proposing any distance education component for a course (hybrid or 100% online) requires separate voting and technical review by the CIC. The following proposal types incorporate adding a distance education component with the course modifications outlined above.

MC New Course w/DE Addendum

MC Add DE Addendum w/Catalog Changes

MC Add DE Addendum w/Non-Catalog Changes

MC Add DE Addendum Only

Programs**MC New Program**

- This proposal initiates a new degree or certificate.

MC Program Deactivation

- This proposal makes the degree or certificate inactive State Chancellor's Office Curriculum Inventory (except for certificates of proficiency, which are not state-approved.) It also removes the program the major selection on the college application and from the next printing of the *College Catalog*. It is not a permanent deletion. The program can be reactivated at a later date.

MC Program Modification

- This proposal is for all modifications to a program, including:
 - Title
 - Catalog Description
 - Admission Prerequisites/Requirements
 - Course Requirements (including number, title, and unit changes for courses)
 - Top Code