New Local Program - Approval Process

1. New local program is discussed by the department and its division Dean
2. Program Placement Council (PPC) form submitted
   a. Contact the Curriculum Chair or Curriculum Specialist for the link to the PPC form
3. Program approved by PPC
4. Program can now be developed in SOCRATES
5. Program moves forward into Tech Review
   a. Program Narrative must be completed before moving past Tech Review
6. Program moves forward to SCC Curriculum Committee
   a. First reading
      i. Faculty developer makes edits to program if necessary
   b. Second reading
      i. Program approved by SCC Curriculum Committee
7. Program moves forward to District Curriculum Coordinating Committee (DCCC)
   a. First reading
      i. Faculty developer makes edits to program if necessary
   b. Second reading
      i. Program approved at DCCC
8. Program moves forward to Board of Trustees
   a. Program approved by Board of Trustees
9. Program put in CCCCO status in SOCRATES
10. Instruction Office can now apply for program approval from the California Community Colleges Chancellor's Office (CCCCO)
    a. Paperwork needed
       i. Program Narrative
    b. All Course Outlines of Record (CORs) in program approved and active in Chancellor's Office Curriculum Inventory (COCI) system before submitting program
11. Program Approved by CCCCO and receives its State Program ID number
12. Program added to PeopleSoft and catalogued in SOCRATES
13. New program is now ready for next catalog or catalog update