

LAHC COURSE PROPOSAL REVIEW PROCESS

Required process	Responsible body	Max work days	Create new	Adopt within District	Change District element(s)	Update non-District element(s)
Program review	All discipline faculty	varies	✓	✓	✓	if not for periodic review
ECD course proposal	A discipline faculty member	varies	✓	✓	✓	✓
Technical review	Designated Curriculum Comm. members	10	✓	✓	✓	✓
Curriculum Committee approval (1st Tues/month)	Curriculum Committee	20	✓	✓	✓	✓
Academic Senate ratification (1st/3rd Thurs/month after CC approval)	College Senate	7	✓	✓	✓	✓
District posting (every Wed, excluding summer)	District Office of IPIE	10*	✓		✓	
Discipline Committee approval (as needed)	District Discipline Committee(s)	20*	If requested with 10 work days of posting		If requested with 10 work days of posting	
District Curriculum Committee action (2nd Fri/month after DC action)	District Curriculum Committee	30*	Only if appealed		Only if appealed	
Board agenda posting (every Wed prior to Board meeting)	District Office of IPIE	7	✓	If not approved at another college within 2 years		
Board approval (1st Wed/month)	LACCD Board	30				
Data entry	District Office of IPIE	7	✓	✓	✓	✓
Transfer/GE submission	Articulation Officer	7	If proposed	If proposed	If proposed	If proposed
CSU/UC transfer approval (July/December)	CSU/UC Articulation Officer/Faculty	65	If proposed	If proposed	If proposed	If proposed
CSUGE/IGETC GE approval (July/December following transfer approval)	CSU/UC Articulation Officer/Faculty	65**	If proposed	If proposed	If proposed	If proposed
CCCCO proposal	Designated college officer	7*	✓	✓		
CCCCO approval	CCCCO Staff	45***				
Catalog publication	Designated college officer	7	✓	✓	✓	If catalog elements have been changed
Ready for scheduling	Division/Department	Plan on 1 year, plus articulation approvals				

[CCCCO Program and Course Approval Handbook, 5th Edition](#)
[LACCD Regulation E-65: Course Development and Approval](#)
[LAHC Curriculum Committee Policies and Procedures Manual](#)

*May occur simultaneously with Senate approval

**Plus additional 6 months, if transferability is not already approved

***May occur simultaneously with transfer/GE approval processes