



- GPA required is 2.0 and a minimum of C (or P) is required for each course in the major.
- Program Requirements – includes course requirements and sequencing that reflect program goals. The GE pattern and the calculations used to reach the degree total must be shown. Use the Hartnell College certificate or degree template.
- The three sections above should be written as they will appear in the catalog. The Curriculum Office can provide you with the template.

Work with the Curriculum Committee chair to schedule your presentation to the Curriculum Committee. New courses and programs require two readings.

Course outlines for all new courses will also need to be brought to the committee. (See checklist for new and revised courses.)

Course outlines for all existing courses must have an approval date within the last five years and C-ID or transfer articulation. Work with the Articulation Officer to obtain articulation, if needed. If there are courses that need to be revised, they must be brought to the committee. (See checklist for new and revised courses.)

After approval by the Curriculum Committee the program will be submitted to the Board of Trustees for their approval. That completes the internal approval process.

The AA-T or AS-T program must then be submitted to the Chancellor's Office for approval. It will also be submitted to the ACCJC. This would complete the external approval process.

If the program completes all required approvals (internal and external) before March of a given year, it will be included in the next year's College Catalog. If it is approved after March, it will be included in the college catalog two years forward. For example, if a program has all required internal and external approvals by February 2018, it will be published in the 2018-19 catalog. If a program has all required internal and external approvals in May 2018, the program will NOT be able to be included in the 2018-19 catalog. It will be included in the 2019-20 catalog.