

**FOOTHILL COLLEGE**  
**College Curriculum Committee**  
**Exception Process for Starting Courses Prior to Catalog Publication**

Background

To help student educational planning, Foothill College's normal practice has been to not offer a course prior to publication in the college catalog. However, there are cases in which it would be beneficial to students to run a course prior to publication; for example, the availability of noncredit courses to support student success, prerequisite changes based on C-ID, changes in workforce needs, permanently Stand Alone CTE courses, programmatic accreditation changes, etc. In order to provide flexibility to best serve students, this process allows for an exception to the current practice.

Note our current practice that **new programs** approved by the CCCCCO become active immediately, as long as the program courses have previously been published in the catalog.

Process

The following process should be followed to request an exception:

- A. Course outline of record (COR) must be created/updated in C3MS, approved by the division, and moved to Review1 status in C3MS.
  - a. Information on COR must be complete and accurate.
  - b. Course SLOs must be entered in TracDat.
  - c. Any necessary supplemental forms must be approved by the division and forwarded to the Office of Instruction. Forms may include: Content Review for Requisites, Cross-Listed Course Approval Request, Distance Learning Application, Foothill GE Application, Stand Alone Approval Request.
- B. The Division Curriculum Reps would email the request to the Office of Instruction.
- C. Request must include the course number(s) as well as the specific reason for the request. If applicable, documentation from the outside entity regarding the change must be attached to the request.
- D. The Office of Instruction reviews the request, which includes determining a timeline for activation.
- E. If approved, the request is reported to CCC.