Quick Reference – Course Curriculum

Quick Start Course
1 - Course Proposal - Effective: 2021-22

Purpose	Notes:
Quick Start courses provide an immediate solution to a demonstrated need. They are introduced on a trial basis to meet that need in a timely fashion, and to allow experimentation and revision before presentation of a permanent course outline for approval. They must meet the same standards as regular courses.	- Quick Start courses are approved outside of the standard curriculum process. - They are not submitted to the three state universities for evaluation; hence, they do not necessarily transfer. - They are never published in the college catalog. - Quick Start courses may only be taught for three terms before they either are inactivated, or must be submitted to become permanent courses through the new course proposal process. - They may not be used within a new or modified degree program or certificate. - The quick start process cannot be used to propose a new General Education course.

New Course Proposal
1 - Course Proposal - Effective: 2021-22

Purpose	Notes:
Propose a new course.	Contact the Curriculum Coordinator at curriculum@yc.edu for assignment of a new course number.

Course Modification Proposal
1 - Course Proposal - Effective: 2021-22

Purpose	Notes:
Modify an existing course. Examples of types of modifications: - Renumber an existing course at same or different level - Change in course credits - Revise course content, description, objectives, prefix, prerequisite(s), repeatability, title - Revise prefix for entire course list	- If you would like to renumber the course, change the course credits or revise the prefix, contact the Curriculum Coordinator at curriculum@yc.edu for available numbers and/or prefixes to be used. - Instructions are included within the Curriculog proposal on how to run an "Impact Report". If this course is showing a potential impact to another course, program, or suggested course sequence, visit the college catalog at http://catalog.yc.edu/ to review the course or program. Contact the lead faculty of the program to coordinate this change. Contact the Curriculum Coordinator at curriculum@yc.edu for assistance.

Course Deletion Proposal
1 - Course Proposal - Effective: 2021-22

Purpose	Notes:
Remove an existing course from the course bank and catalog.	Instructions are included within the Curriculog proposal on how to run an "Impact Report". If this course is showing a potential impact to another course, program, or suggested course sequence, visit the college catalog at http://catalog.yc.edu/ to review the course or program. Contact the lead faculty of the program to coordinate this change. Contact the Curriculum Coordinator at curriculum@yc.edu for assistance.