

Steps required for new curriculum/course approval:

1. All new curricula requires a feasibility study approved by the District Executive Team and Curriculum Committee.
2. Complete a proposed catalog entry using the format employed in the current official EAC Catalog.
3. Complete New Curriculum/Course Proposal Forms for any new curriculum/course needed.
4. There may be times when the District needs to have curriculum/course action before the regular channels of curriculum/course approval can be implemented. The District Governing Board may grant temporary approval using a Quick Process for initiation of a curriculum/course under the following conditions:
 - A. The curriculum/course meets each of the following criteria:
 1. The curriculum/course is in support of economic development or job training for a new or established Arizona employer or employers, and the need is time sensitive.
 2. The curriculum/course is no more than forty (40) semester credit hours in length.
 - B. The temporary approval shall be for no more than one year, during which time the full curriculum/course approval process must be completed if the curriculum/course is to be continued.
 - C. Temporary approval shall not be a justification for regular curriculum approval.
5. Submit all forms to the appropriate Dean.
6. Dean to place forms in designated Level folder on Curriculum Committee SharePoint.
7. Curriculum Committee to review and approve new curriculum/courses.
8. District Governing Board approval.
9. Curriculum/courses placed in catalog.

All courses and curricula must undergo the full approval process and must be published in the college catalog.

Parent workshops (numbered 297 for vocational approved credit and 298 for non-vocational approved credit) have been approved in specific areas by the GCCCD through the established curriculum process. Specific workshops are developed to meet the short-term needs of a particular constituency including community members, business groups, and organizations and are designated with alpha suffixes (i.e., 297A, 297B, 298A, 298B, etc.). These courses are normally taught for two semesters only. Approval of 297/298 courses will rest with the Vice President of Academic and Student Affairs. If delivery is to be continued beyond two semesters, those courses must be reauthorized by the Vice President of Academic and Student Affairs.

A course numbered 299, Independent Study, will require an approved written course of study each time the course is delivered. Approval of 299 courses will rest with the Vice President of Academic and Student Affairs. The approved written course of study will be filed with the student's permanent records.

