

OCEAN 1.5

The chart below describes the curricular review and approval process to be followed between the completion of a department/school's Q2S binder and when the permanent version of OCEAN (OCEAN 2.0) is available, planned for August 15, 2011.

	Programs		Courses	
	Quarters	Semesters	Quarters	Semesters
<b>Changes</b>	Programs Committee will not entertain any changes to quarter programs since there will not be another catalog issued. Any necessary changes to programs must be worked out between the program, college, and their students consistent with the catalog of entry rule.	There will not be any changes to COMPLETED forms in OCEAN until June 8, unless the change is initiated by the Q2S office due to curricular integrity. This is because of the need to have a stable platform for development of course information migration, transition tables, mock schedules, and a draft catalog.	Changes to quarter courses should be initiated on the current paper course change form. Approval of a semester course that uses this course as an alias course and has incorporated the requested changes will allow an expedited approval of the changes by the chair of ICC (or designate). In this case a copy of the semester course form pdf should be attached to courses change form.	There will not be any changes to COMPLETED forms in OCEAN until June 8, unless the change is initiated by the Q2S office due to curricular integrity. This is because of the need to have a stable platform for development of course information migration, transition tables, mock schedules, and a draft catalog.
<b>New</b>	<i>Note that it may not be possible to get a new program approved in time to be started before Fall 2012.</i> Programs should consult with the Programs Committee in this regard before starting to complete forms. New quarter programs should complete the appropriate existing new program request form.	New semester programs can be initiated by contacting the Q2S office. A program form will be created in OCEAN by the Q2S office with a temporary program code. The program form should be completed in OCEAN, providing answers to the questions found on the current paper form for new program, provided in OCEAN'S discussion section. <sup>1</sup>	New quarter courses should utilize the current paper new course form. Approval of a semester course that has 75% of the same content as this course will allow an expedited approval of the changes by the chair of ICC (or designate). In this case a copy of the semester course form pdf should be attached to course change form. Departments/schools should also consider using the experimental course approval process if a course is to be offered only twice.	New semester courses can be initiated using the appropriate semester (new) course form in OCEAN. Expedited course forms will no longer be allowed. Semester courses based on quarter courses should use the Semester Course (new - based on quarter course) form.

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<sup>1</sup> Programs that were designated as “not being continued in semesters” that will now be continued should follow this process, however they will be reviewed as program changes not new programs.