

**Illinois Community College Board
CURRICULUM ADDITION/WITHDRAW/CHANGE
TO THE CURRICULUM MASTER FILE**

COLLEGE NAME:						5-DIGIT COLLEGE NUMBER:			
Curriculum Action Desired									
Add		Prefix/Number Change		Other Change		Inactivate		Reactivate	Withdraw
CURRENT CURRICULUM PREFIX						CURRENT CURRICULUM #			
NEW CURRICULUM PREFIX						NEW CURRICULUM #		Dept. of Corr. (DOC)	
CURRICULUM TITLE:						<i>"Is curriculum offered only in an online format?"</i>		Yes	No
<i>(title cannot exceed 50 characters including spaces and punctuation)</i>									
CURRICULUM PCS/CIP				MINIMUM CREDIT HOURS					
<i>Please note: If the college is revising the total number of credit hours for this curriculum indicate whether this revision changes the requirements for program completion. Such changes may be subject to ICCB approval.</i>									
EFFECTIVE DATE:									
SIGNATURE:						DATE:			
<i>College Official Responsible</i>									
Degree or Certificate Type:									
01 - AA (Associate in Arts Degree) 1.1		20 - Occupational Certificate of 30 to 50 semester hours 1.2							
02 - AS (Associate in Science Degree) 1.1		30 - Occupational Certificate of 9 to 29 semester hours 1.2							
03 - AAS (Associate in Applied Science Degree) 1.2		35 - Occupational Certificate of less than 9 semester hours 1.2							
04 - AGS, ALS (General Studies Degree) 1.0		50 - AFA (Associate in Fine Arts Degree) 1.1							
11 - Shell Curricula Developmental Studies/Basic Skills (1.3 non-funded, 1.4, 1.7, 1.8, 1.9)		51 - AES Associate in Engineering Science Degree) 1.1							
18 / 19 - Shell Curricula (1.6 course enrollees) / (1.1,1.2 course enrollees)		53 - GECC (General Education Core Curriculum Credential) 1.1							
ICCB Use Only: STATUS		A -Active		W - Withdraw		I- Inactivate		Update Code:	
APPROVAL METHOD:		N-NEW	T-TEMP	P-PRMT	E-EXT	R & M Curriculum: PRE:		NUM:	
<i>Temporary Approval Date:</i>				<i>Program Review Date:</i>				<i>Co-op Code:</i>	
<i>Permanent Approval Date:</i>									
Processed by:		On:				Record Updated By		on	

**FORM 22 INSTRUCTIONS
CURRICULUM ADDITION/WITHDRAWAL/CHANGE
TO THE CURRICULUM MASTER FILE**

In order for a college to add a new program to its list of offerings, remove (inactivate or withdraw) an existing program from its list of offerings, or make a change to an existing program on its list of offerings, a Form 22 must be submitted to ICCB for staff review and approval.

Most curricular modifications & deletions are submitted using ICCIS, the web-based tool ICCB currently uses for online submission of various modifications/deletions. If you have issues with ICCIS, need to add a User at your institution, or need to request a change to a pending submission, please contact Tricia Broughton at tricia.broughton@illinois.gov.

Directions on Curriculum Form Submission through ICCIS

Additions of NEW PROGRAMS: *PAPER FORM SUBMISSION ONLY* - Submit 1 paper copy of the Form 22 along with the appropriate program application. Once approved, the Form 22 will be processed (information updated on your Curriculum Master) and a copy emailed to your institution's course/curriculum contact.

To Add a New Curriculum (paper submission of Form 22 only):

- Check "Add" in the upper box.
- Complete all items *except* the current prefix and number.
- Indicate the minimum credit hours for completion by entering the number with a decimal point. (999.9)
- List the title (as approved by the ICCB on the Form 20/Form 21). It should not exceed 50 characters.
- Indicate if the program is going to be offered at a Department of Corrections (DOC) facility only.

Inactivation/Withdraw and Modifications to Existing Programs: Submit the electronic version of the Form 22 via ICCIS, following the instructions below as applicable. *Any modification to a program requires ICCB notification within 30 days of the effective date of the change. ICCB Staff retain the authority to request additional information regarding any curricular change requested.*

To Inactivate/Withdraw a Curriculum (electronic submission via ICCIS):

- Go to Curriculum.
- Select Withdraw or Inactivate.
- Select the appropriate Curriculum prefix and number. At the top of the page, the Proposal Type will indicate "Withdrawal" or "Inactivate":
- Indicate the effective date which will be the date the curriculum becomes inactive/withdrawn and new students are no longer admitted to the program.
- Select Submit.
- NOTE: If you are withdrawing a curriculum, the courses must be re-assigned to another active curriculum.
- If more than 10 curricula are being withdrawn, submit this request via the BULK proposal process in ICCIS. See the VOLUME CHANGES TO COURSE/CURRICULUM MASTER FILE Section of this Manual.

To Change the Prefix or Number of an Existing Curriculum (electronic submission via ICCIS):

- Go to Curriculum.
- Select Modify.
- Select the appropriate Curriculum prefix and number for the program you want to change. At the top of the page, the Proposal Type will indicate “Modify”:
- Select the Curriculum prefix and/or number you want to change this program to. If you are creating a new prefix or number, select “New” at the top of the drop down menu for prefix, then enter the new information.
- Indicate the effective date for this change to take place.
- Select Submit.

To Make Other Changes (i.e. Title, Credit hours, CIP Code) to an Existing Curriculum (electronic submission via ICCIS):

- Go to Curriculum.
- Select Modify.
- Select the appropriate Curriculum prefix and number for the program you want to change. At the top of the page, the Proposal Type will indicate “Modify”.
- Enter, or select from the drop down menu, the new information to be changed for this program.
- Indicate the effective date for this change to take place.
- Select Submit.

For Volume Changes to Curricula (10 or more): See the VOLUME CHANGES TO COURSE/CURRICULUM MASTER FILE Section of this Manual.

To Reactivate an Existing Curriculum:

Reactivation of an existing withdrawn or inactivated curriculum must meet the criteria outlined in Administrative Rules Section 1501.302 g). Using this Rule as a guide, the college should determine what information needs to be provided for ICCB staff consideration, based on the number of years the curriculum has been withdrawn/inactive.

Curriculum which has been withdrawn/inactivated *for one year or less* (from the effective date), can be requested for reactivation via direct submission through ICCIS. See instructions below.

Curriculum which has been withdrawn/inactivated *for more than one year* (from the effective date), the college should submit the following to ICCB Academic Affairs staff for review **prior to** submitting the reactivation request through ICCIS:

- A letter from the college’s Chief Academic Officer to ICCB requesting reactivation of the curriculum. Include a rationale for the reactivation and a proposed effective date for the term of implementation.
- Attach all the required documentation as outlined in the Administrative Rules, based on the number of years the curriculum has been withdrawn/inactive.

Once the reactivation request has been approved, ICCB staff will notify the college via an approval letter. The college may then submit a reactivation proposal through ICCIS, attaching the approval letter and a copy of the reactivated curriculum.

To Submit a proposal to Reactivate an Existing Curriculum (electronic submission via ICCIS):

- Go to Curriculum.
- Select Reactivate.
- Select the appropriate Curriculum prefix and number for the program you want to reactivate. At the top of the page, the Proposal Type will indicate "Reactivate".
- Enter, or select from the drop down menu, the new information to be changed for this program.
- Indicate the effective date for this change to take place. Be sure this date matches the date issued on the approval letter.
- Attach a copy of the Approval Letter and Reactivated Curriculum.
- Select Submit.

Request Timeline. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the information provided is unclear or incomplete. All requests must be reviewed, recommended and approved by the Executive Director, on behalf of the Board. Reactivation requests do not require action at a scheduled ICCB meeting.

The curriculum reactivation request should be completed in its entirety, with one electronic copy emailed to ICCB staff.

Please send applications via email to:

Tricia Broughton, Director for Curriculum & Instruction
tricia.broughton@illinois.gov