



# Course Identification (C-ID) Numbering System Process for Lowering Status on Previously “Approved” or “Conditionally Approved” Course Approved May 11, 2016 C-ID Advisory Committee

## **I. Overview**

The C-ID review process frequently includes the submission of similar or identical course outlines of record from local colleges who use multiple subject codes for the same course or who offer honors and non-honors sections of a course. Additionally, some community college districts use district-wide course outlines of record, with each college maintaining a COR that is identical to those at all other colleges in the district. While the review process strives to have such courses reviewed in together, this does not always happen and can lead to the same or similar course receiving two different final determinations. Likewise, the final determinations for other courses can be made in error, requiring re-review at a later date after a formal appeal or question from the field. This can result in the Primary Reviewer determining that the course should not have been either “approved” or “conditionally approved.” The concern in all instances is that the same or similar courses have received differing final determinations. This policy specifies the manner in which these instances will be handled, but will not result in the status of any course being lowered beyond “conditionally approved.”

## **II. Criteria for Initiating Process**

Reversing the final determination on a course is an extraordinary measure that can have a significant impact on local curriculum, Associate Degree for Transfer (ADT) approval, and students’ catalog rights at a local college and will only be initiated when the following criteria have been met:

- The final determination on one of the identical or similar courses has been raised on formal appeal by the local CCC faculty, through their Articulation Officer, according to established C-ID policy.
- A primary basis for the appeal is that one course received a higher status.
- In the appeal process it is determined by the Primary Reviewer that one course was approved or conditionally approved in error.

## **III. Process for Consideration of Lowered Status on Course Submission**

If the primary reviewer determines that a course has previously received an approval or conditional approval in error as outlined in the criteria above, the following steps will be taken:

- The Primary Reviewer will contact the C-ID Program Manager and C-ID Curriculum Director and alert them of the contradictory determinations.
- The C-ID Curriculum Director will schedule a meeting with the Primary Reviewer to discuss the differing determinations.
- C-ID Curriculum Director and Primary Reviewer will develop written explanation of the error.
- Written explanation will be sent to the Articulation Officer at the submitting institution for review and response.

This process will not lower a course status beyond “conditionally approved.” Colleges will have one year to make any necessary corrections.