**Current Discipline Title:**

**Current Discipline Acronym:**

**New Title:**

**New Acronym:**

**Originator: Date** Click or tap to enter a date.

**Department:**

**Colleges that offer courses within this discipline:**

[ ]  **Moreno Valley College** [ ]  **Norco College** [ ]  **Riverside City College**

**Rationale:**

*(Please note: This information will be presented to the Board of Trustees.)*

**Required Documentation**

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu.

[ ] Discipline and Department minutes showing approval for each college with discipline

**Additional Required Processes**

* If a discipline is only modifying their title, District Educational Services will update the curriculum management system after the title change has been approved by the Board of Trustees. An update will be made in the next possible catalog.

**If the discipline is changing its acronym:**

* A discipline acronym change requires a significant number of changes across the college catalog, curriculum inventory system, articulation inventories, etc. If a discipline is considering changing their acronym, they should immediately contact their curriculum chair and coordinator for additional information.
* The new acronym will be added to the curriculum management system upon proposal. Discipline faculty must then launch course major modifications for every course in the discipline’s inventory. This is to ensure that all courses comply with Title 5 and State Chancellor’s Office recommendations.
* Due to the State Chancellor’s Office requirement that all program documentation be kept current, if any course offered by the discipline appears in any programs (excluding Area of Emphasis degrees), a program modification must also be proposed with updated program documentation.
* It is strongly recommended that faculty finish launching all modifications for all courses and programs no later than the end of the spring term. Please see the timeline below for publication to the college catalog.

All modifications must be approved by the December Board of Trustees meeting.

**Spring Term**

**Summer Term**

**Fall
Term**

**Winter Term**

**Spring Term**

Catalog published
with changes

Discipline launches course/program modifications which, then move through the approval process.