

## Substantial vs. Non-substantial Course and Program Changes

**Substantial Course Change:** An action to create a new course record based upon an active course record.

This action involves any change to any of the following MIS Course Data Elements:

- Course Top Code (CB03)
  - Course Credit Status (CB04)
  - Units of Credit-Maximum (CB06)
  - Units of Credit- Minimum (CB07)
  - Course Basic Skills Status (CB08)
  - Course SAM Priority Code (CB09)
  - Course Prior to Transfer Level (CB21)
  - Noncredit Eligibility (CB22)
- 

**Non-substantial Course Change:** An action to change an active course record that will not initiate a new control number.

This action involves a change to any of the following MIS Course Data Elements:

- Course Department and Number (CB01)
  - Course Title (CB02)
  - Course Transfer Status (CB05)
  - Course Cooperative Work Experience Education Status (CB10)
  - Course Classification Status (CB11)
  - Course Special Class Status (CB13)
  - Course Cross Walk Status (CB20)
  - Funding Agency Category (CB23)
  - Course Program Status (CB24)
- 

**Substantial Program Change:** An action to create a new program record based upon an active program record, resulting in a new control number.

*Examples:*

- Goals and objectives of the program are substantially changes
  - TOP code changes to a different TOP code at the discipline-level (Biological sciences (04) to Health (12))
  - Addition/creation of a new program award using an active proposal (Creating an AA-T or AS-T in the same four-digit TOP code as an existing degree or certificate program offered by the college.
-

**Non-substantial Program Change:** An action to change an active record that will not initiate a new control number.

*Examples:*

- Title Changes
- TOP code change within the same discipline (General Biology to Microbiology)
- Degree Unit Changes
- Addition to or removal of courses from an existing approved program

Note: A non-substantial change to a previously approved credit program with a program goals “Career Technical Education (CTE) and Transfer” or “Career Technical Education (CTE)” does not require regional consortium approval.

---