C-ID 45 Day Review Policy

Courses awaiting C-ID approval in disciplines with incomplete CORE membership (a current list is available in the C-ID newsletter, and is subject to change) may be included in ADT submissions to the CCC Chancellor’s Office, if they have been submitted to C-ID for consideration and have been awaiting review for at least 45 days. The program application must demonstrate evidence that those courses have been submitted to, and are under review in the C-ID System (e.g., submitted, resubmitted, in progress, conditional and/or approved). Courses that fall outside the above mentioned disciplines are still subject to the C-ID approval of all C-ID courses before submission of the ADT application (previous CCCCO policy AA 15-04). Thus, for evidence, please submit a screenshot from the C-ID website that includes the date of submission, course name, and college. The 45 day window only applies during the regular academic year; the summer and winter breaks are excluded from this policy. C-ID will track submissions in the affected disciplines between the dates of February 1 to June 1, and from September 1 to December 15.

If a course that was submitted as part of an ADT using the above guidelines receives a conditional approval from C-ID, steps must be taken to remedy the conditional approval quickly, as it is part of an application for an ADT (or even an approved ADT). Courses with a conditional approval must be resubmitted with a modified course outline to C-ID within 90 days, for re-review or risk rescinded approval of the ADT. An additional 90 days may be allowed under extenuating circumstances, if the college representative contacts the C-ID office prior to the original 90 day deadline. The C-ID review of courses in this situation will be expedited and may be reviewed by the Primary Reviewer, to ensure the necessary revisions have been made.