# Program Request Pre-Check

Before submitting material to the Curriculum Committee, conduct the Pre-Check.

1. Confirm that your program meets the CCCS credit hour requirements (select appropriate program) and the HLC requirements (all programs).
	1. [SP 9-30a for Associates](https://cccs.edu/about/governance/policies-procedures/sp-9-30a-associate-degrees/)
	2. [SP 9-30b for Bachelors](https://cccs.edu/about/governance/policies-procedures/sp-9-30b-bachelor-degrees/)
	3. [SP 9-30c for Certificates](https://cccs.edu/about/governance/policies-procedures/sp-9-30c-certificates/)
	4. [HLC Assumed Practices B: Teaching and Learning 1: Program, Courses, and Credits](https://www.hlcommission.org/Policies/assumed-practices.html)
2. Secure Statewide Discipline group approval documentation (email vote or meeting minutes)

## Collaborate with the following:

1. Assessment Coaches (for developing Program Learning Outcomes (PLOs) and Curriculum Maps)
2. SFCC Representatives (for CCCS requirements found in the SFCC Style Guide)
3. Advising (to make sure the program requirements and layout are clear to advisors and students)
4. Accreditation Liaison Officer (ALO) (for Higher learning Commission (HLC) requirements)
5. Financial Aid (for credits needed for financial aid) – optional
6. Military and Veteran Programs (MVP) (for credits needed for financial aid) – optional and highly suggested

Once you have completed this list, you are ready to submit a Curriculum Program Request form.