Chaffey College Curriculum Office Mid-Cycle Update

1 Department Preparation

Review **Curriculum Submission Timeline**

View **list of courses, degrees, and certificates** in your department

Discuss changes needed for degrees, certificates, and courses (if any)

2 Mid-Cycle Update Form

Designate one originator to complete the Mid-Cycle Update Form in CurrIQunet META

Click "Create Proposal"

Select "Mid-Cycle Update Form"

Complete prompts

Click "Launch"

3 Launch Proposals

Any full-time faculty members in a department need to launch _all_ degrees and certificates in CurrIQunet META

Course submissions are optional based upon Mid-Cycle Update Form responses