

AP 4022 Course Approval

Reference:

Title 5, Section 55100

This procedure applies to the processes for approving individual credit and non-credit courses following requirement of Title 5, 55100.

Credit Courses

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program must address at least the following:

- a. Courses are developed through appropriate division processes
- b. These courses must be approved by the Curriculum & General Education Committee
- c. The individuals on the Curriculum & General Education Committee must have received the training provided for in the Title 5, 55100
- d. Upon approval, all courses are presented to the Board for approval
- e. Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the CCC Chancellor
- f. All courses approved must be submitted to the CCC Chancellor's Office for approval

Non-Credit Courses

Districts may approve non-credit courses pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook. Procedures for course approval of non-credit course must address at least the following:

- a. The curriculum committee and District governing board have approved each non-credit course pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- b. The District promptly reported all non-credit courses approved by the District governing board to the California Community College's Chancellor's Office Curriculum Inventory Management Information Systems.
- c. District personnel involved in the non-credit courses approval process, including curriculum committee members, received training

regarding the rules, regulations, and local policies applicable to the approval of non-credit courses, including but not limited to, the provisions of Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.

- d. The District governing board has established a local policies or procedures specifying attendance counting consistent with Education Code Sections 84030 et seq.
- e. Annual certification to the California Community College's Chancellor's Office before the conclusion of each academic year that the District has complied with the requirements of Title 5 Section 55150 relating to the approval of non-credit courses.