

**Academic Affairs**

**AP 4022 COURSE APPROVAL**

**Reference:**

Title 5 Section 55100, 55002 and 55150  
Education Code Sections 84030 et seq.

Credit Course approval process shall include:

- Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community College Chancellor's Office.
- Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:
  - These courses must be approved by the curriculum committee.
  - The individuals on the curriculum committee must have received the training for approval of stand-alone courses provided for in Title 5 Section 55100
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied approval by the California Community College Chancellor's Office.
- Students may only count a limited amount of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree.
- Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.
- All courses approved must be reported to the California Community College Chancellor's Office.

**Noncredit Course Approval**

The District may approve noncredit courses through a process which must address at least the following:

- The curriculum committee and the Board of Trustees have approved each noncredit course pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- The District promptly reports all noncredit courses approved by the Board of Trustees to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.
- District personnel involved in the noncredit course approval process, including curriculum committee members, receive training regarding the rules, regulations, and local policies applicable to the approval of noncredit 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.
- The Board of Trustees has established local policies or procedures specifying attendance counting consistent with Education Code 84030 et seq.
- Annual certification to the California Community Colleges 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 noncredit courses.

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**Approved:** February 18, 2014

**Board Reviewed:** June 16, 2020