

1 AP 4022 COURSE APPROVAL

2 Reference:

3 Title 5, Sections 55100 and 55150

4 Credit Courses

5 Procedures for submitting for Board of Trustee approval individual degree-applicable
6 credit courses offered as part of an educational program approved by the California
7 Community Colleges Chancellor's Office., and procedures for course approval of non-
8 degree-applicable credit courses and degree-applicable credit courses that are not part
9 of a permitted educational program must address at least the following:

- 10** • These courses must be approved by the College Committee on Curriculum.
- 11** • The individuals on the College Committee on Curriculum must have received the
12 training provided for in Title 5, Section 55100
- 13** • Unless modified to properly address the reasons for denial by the California
14 Community Colleges Chancellor's Office, no courses may be offered that were
15 previously denied separate approval by the California Community Colleges
16 Chancellor's Office.
- 17** • No student may be permitted to count 18 or more semester units of coursework
18 approved pursuant to this subdivision toward satisfying the requirements for a
19 certificate or other document evidencing completion of an educational program or
20 towards a major or area of emphasis for completion of an associate degree.
- 21** • No group of courses approved pursuant to this subdivision which total 18 or more
22 semester units in a single four-digit Taxonomy of Programs Code may be linked to
23 one another by means of prerequisites or co-requisites.
- 24** • All courses approved must be reported to the California Community Colleges
25 Chancellor's Office.

26 Noncredit Courses

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

- 31** • The College Committee on Curriculum and Board of Trustees have approved each
32 noncredit course pursuant to Title 5 Section 55002 and the California Community
33 Colleges Chancellor's Office Program and Course Approval Handbook.
- 34** • The District promptly reported all noncredit courses approved by the Board of
35 Trustees to the California Community Colleges Chancellor's Office Curriculum
36 Inventory Management Information Systems.

37 • District personnel involved in the noncredit course approval process, including
38 College Committee on Curriculum members, received training regarding the rules,
39 regulations, and local policies applicable to the approval of noncredit courses,
40 including but not limited to, the provisions of Title 5 Section 55002 and the
41 California Community Colleges Chancellor's Office Program and Course Approval
42 Handbook.

43 • The Board of Trustees has established local policies and procedures specifying
44 attendance counting consistent with Education Code Sections 84030 et seq.

45 • Provided annual certification to the California Community Colleges Chancellor's
46 Office before the conclusion of each academic year that the District has complied
47 with the requirements of Title 5 Section 55150 relating to the approval of noncredit
48 courses.

49 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: February 25, 2008

Date Revised: April 7, 2025

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