

Academic Affairs

AP 4022 COURSE APPROVAL

Reference:

Title 5, Sections 55100 and 55150

Credit Courses

Procedures for submitting for Board of Trustee approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office., and 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 College Committee on Curriculum.
- The individuals on the College Committee on Curriculum must have received the training provided for in Title 5, Section 55100
- Unless modified to properly address the reasons for denial by the California Community Colleges Chancellor's Office, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.
- No student may be permitted to count 18 or more semester units of coursework approved pursuant to this subdivision toward satisfying the requirements for a certificate or other document evidencing completion of an educational program or towards a major or area of emphasis for completion of an associate degree.
- No group of courses approved pursuant to this subdivision which total 18 or more semester units in a single four-digit Taxonomy of Programs Code may be linked to one another by means of prerequisites or co-requisites.
- All courses approved must be reported to the California Community Colleges Chancellor's Office.

Noncredit Courses

Districts may approve noncredit 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 noncredit courses must address at least the following:

- The College Committee on Curriculum and 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 reported all noncredit courses approved by the Board of Trustees to the California Community Colleges Chancellor's Office Curriculum 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

Date Reviewed: January 16, 2019