

AP 4022 Course Approval

Reference:

*Title 5, Section 55100, 55002, 55002.5, 55150
Education Code Section 84030*

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

Credit Courses

Procedures for course approval of credits courses must address at least the following:

- a. The Curriculum & General Education Committee and District governing board have approved each credit course pursuant to Title 5 Section 55002, Title 5 Section 55002.5, and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- b. District personnel involved in the credit course approval process, including the members of the Curriculum & General Education Committee, received the training provided for in the Title 5, 55100.
- c. Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.
- d. The District governing board has established a local policy or procedure specifying the relationship between contact hours, outside-of-class hours, and the calculation of credit hours.
- e. The District promptly reported all credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory and Management Systems.
- f. Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District complied with the regulatory requirements relating to the approval of credit courses.

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 the training provided in Title 5 Section 55150.
- d. The District governing board has established 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.