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 the 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.