

AP 4022 Course Approval

Reference:

Title 5, Section 55100

This procedure applies to the processes for approving individual credit and non-credit courses.

Procedures for submitting for Board approval of individual degree-applicable credit courses that are part of an educational program approved by the California Community College Chancellor's Office (CCCCO) include the following:

1. Course is proposed by faculty
2. Course is reviewed via College Curriculum Committee process (see AP 4020)
3. Curriculum Committee approved course is reviewed by DTRW for technical compliance. For detailed steps of the review process, see DTRW Standard Operating Practice.
4. Course is recommended to Chancellor for submission to Board of Trustees for approval

Procedures for submitting for Board approval of non-degree-applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program include the following:

- Courses must be approved by the Curriculum Committee.
- The individuals on the Curriculum Committee must have received the training provided for in Title 5, Section 55100; certification for delegated local approval authority must be granted by CCCCCO.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the CCC Chancellor.
- With non-degree-applicable credit courses, students may only count a limited amount of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree. No student shall receive more than 30 semester units for remedial coursework.
- Regulatory limits on the number of courses that may be linked to one another by prerequisites or corequisites.
- All courses approved must be reported to the CCC Chancellor.

Adopted: May 12, 2009
Revised: _____