

**ADMINISTRATIVE PROCEDURE 4022 COURSE APPROVAL**

Individual degree-applicable credit courses that are offered as a part of an educational program approved by the California Community Chancellor's Office shall be approved by the local college curriculum Committee; the district Council on Instruction, Planning, and Development; and the Board of Trustees.

**Credit Courses**

Procedures for course approval of non-degree-applicable credit and noncredit courses and degree applicable credit courses that are not part of a permitted educational program must address at least the following:

- A. These courses must be approved by the local college curriculum committee.
- B. The members of the college curriculum committees must have received the training provided for in Title 5 Section 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 College Chancellor's Office.
- D. Students may count no more than the number of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree as provided for in Title 5 Section 55100.
- E. Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.
- F. All credit and noncredit courses approved must be reported to the California Community College Chancellor's Office.

**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 Colleges Chancellor's Office Curriculum Inventory Management Information Systems.
- C. District personnel involved in the non-credit course 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 Colleges 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.

References:

Title 5 Section 55100

Approved by the Chancellor: February 24, 2012

Revised and approved by the Chancellor: September 29, 2017

Revised and approved by the Chancellor: January 5, 2021