

**AP 4023 COURSE APPROVAL****Reference:**

Title 5 Section 55100

Procedure for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor's Office.

- Credit and non-credit course proposals and revisions are approved by the college's Curriculum Committee and are forwarded to the Union District Workload Committee (UDWC) for approval of teaching units. Once the Curriculum Committee and UDWC have signed off on a course, it is forwarded to the Board of Trustees for approval.

Procedures for course approval of non-degree-applicable credit courses and degree-applicable credit courses that are stand-alone courses and therefore **not** part of a permitted educational program:

- These courses must be approved by the Curriculum Committee.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the State Chancellor's Office.
- Students may only count a limited number of units approved for stand-alone courses toward satisfying the requirements for a certificate or completion of an associate degree.
- No group of stand-alone 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 State Chancellor's Office.

**Stand-Alone Course Approval:** Title 5, Section 55100 states that by September 30 of each year, the District shall submit a certification to the State Chancellor's Office, verifying that the persons who will serve on the curriculum committee, and others who will be involved in the curriculum approval process at each college, have received training consistent with guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant regulations.

**See also: AP 4020 – Program and Curriculum Development**

Office of Primary Responsibility: Office of Student Learning

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**Date Approved:** August 21, 2012