

## Academic Affairs

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

Title 5 Sections 55100 and 55150

**Credit Courses**

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 must address at the least the following:

- These 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.
- 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.
- Students may only count a limited number of semester units approved for stand-alone courses toward satisfying the requirements for a certificate or completion of an associate degree.
- Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.
- All courses approved must be reported to the California Community Colleges 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:

- 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.

- 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.
- 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.
- The District governing board has established a local policies or procedures specifying attendance counting consistent with Education Code Sections 84030 et seq.
- 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.

**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 and Success*

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Date Approved: August 21, 2012

**Date Reviewed/Revised:** April 19, 2022