Credit Courses

Individual degree-applicable credit courses that are part of an educational program approved by the California Community Colleges Chancellor's Office (CCCCO) are submitted to the board of trustees according to the following procedure:

A.   Courses and their affiliated student learning outcomes are proposed by faculty.

B.   Courses are examined by the department chair, the department's dean, and the articulation officer.

C.   Courses are reviewed via a technical review process to ensure compliance with local and state standards. al.

Non-degree-applicable credit courses and degree-applicable credit courses that are not part of an approved educational program may be approved locally and offered provided the district complies with the following requirements:

A.   Individuals serving on the CPC and all others involved in the curriculum approval process have received training on the review and approval of courses not part of educational programs as provided for in title 5 section 55100.

B.   Courses and their affiliated student learning outcomes are proposed by faculty.

C.   Courses are examined by the department chair, the department's dean, and the articulation officer.

D.   Courses are reviewed via a technical review process to ensure ~~for~~ compliance with local and state standards.

E.   Courses are evaluated, reviewed, and approved by the CPC.

F.   All courses approved by the CPC are recommended to the Academic Senate for ratification on its consent calendar and forwarded directly to the board of trustees for final a(r)7 (u)3T(al)6 (]7tle fa§Reference,c55150
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G.   No course that has previously been denied separate approval by the CCCCO or is part of a program that has been disapproved by CCCCO may be offered pursuant to title 5 section 55100 unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the CPC, Academic Senate, and board of trustees.

H.   Students may count no more than eighteen (18) semester units of stand-alone courses toward satisfying the requirements for a certificate or the completion of an associate degree.

I.   When eighteen or more semester units of non-degree-applicable courses in the same TOPs code are linked to each other as prerequisite or corequisite courses, such courses are submitted to the CCCCO for approval as a program.

Board-approved credit courses are submitted for automatic inclusion in the Chancellor's Office Curriculum Inventory Management Information Systems.

Noncredit Courses

District personnel involved in the noncredit course approval process, including curriculum committee members, receive training regarding the rules, regulations, and local policies applicable to the approval of noncredit 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.

All noncredit courses are submitted to the board of trustees according to the following procedure:

A.   Courses and their affiliated student learning outcomes are proposed by faculty.

B.   Courses are reviewed by the department chair and dean of Continuing and Community Education.

C.   Courses are reviewed via a technical review process to ensure compliance with local and state standards.

D.   Courses are evaluated, reviewed, and approved by the CPC.

E.   All courses approved by the CPC are recommended to the Academic Senate for ratification on its consent calendar and forwarded directly to the board of trustees for final approval.

The district promptly reports all noncredit courses approved by the board to the Chancellor's Office Curriculum Inventory Management Information Systems.

Annual Curriculum Approval Certification

Each October, the superintendent/president, vice president of Instructional Services, Academic Senate president, and curriculum committee chair certify the integrity of all district-approved curriculum by signing and submitting the Chancellor's Office Annual Curriculum Approval Certification form.