
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4022 COURSE APPROVAL

References:

Title 5 Sections 55100 and 55150

Credit Courses

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office:

- 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.
- When completing a degree, students may only apply those units that belong to the major, to General Education, to graduation proficiencies (for Plan A) and elective units, if needed, to reach 60 degree-applicable units. For transfer degrees, only transfer-applicable units may be used towards the degree (courses #1-99).
- There are 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.

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

- 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.
- There are 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.

Noncredit Courses

Districts may approve noncredit 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 noncredit courses must address at least the following:

- The Curriculum Committee and District governing board have approved each noncredit 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 noncredit 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 noncredit course approval process, including curriculum committee members, received 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.
- The District governing board has established 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 noncredit courses.

Also see BP 4020 Program, Curriculum, and Course Development, AP 4020 Program and Curriculum Development, BP/AP 4100 Graduation Requirements for Degrees and Certificates, and BP/AP 4220 Standards of Scholarship.

Approved: June 22, 2022

(This is a new procedure)