



AP 4022 Course Approval

Reference:

Title 5 Section 55100

The **Academic Policies and Procedures (AP&P) Committee** “Standards & Practice Handbook,” as well as all forms and guidelines, adhere to the requirements set forth in Title 5, 55100 regarding: procedures for course approval, **submitting courses to the Board of Trustees for approval, and when required, approval by the California Community Colleges Chancellor’s Office.** ~~of individual degree-applicable credit courses offered as part of an educational program to be approved by the CCC California Community Colleges Chancellor’s Office.~~

- ~~Procedures for~~ Course approval of **individual non-degree-applicable** credit courses offered as part of an educational program to be approved by the California Community Colleges Chancellor’s Office are submitted to the Board of Trustees according to the following procedure:
 - Courses are proposed by discipline faculty following development criteria and reviewed by department chair, department dean and college articulation officer
 - Courses are reviewed by outcomes subcommittee and technical review subcommittee for compliance with local and state standards
 - Courses are evaluated, reviewed, and approved by the Academic Policies and Procedures Committee (AP & P)
 - Courses are recommended to the Academic Senate for ratification on its consent and forwarded to the Board of Trustees for approval

Course approval of non-degree applicable and degree-applicable credit courses that are not part of a permitted educational program **may be approved following the above procedures and** including:

- Mandatory training of curriculum committee members
- Limitation of “stand alone” semester units a student may use toward completions of a degree or certificate
- Limitation on the number of courses that may be linked to one another by prerequisites or co-requisites
- ~~Procedures for approval of all courses and educational programs by the curriculum committee.~~
- ~~Procedures for submitting courses to the Board of Trustees for approval and, when~~



- ~~required, approval by the CCC California Community Colleges Chancellor's Office.~~
- ~~• Procedures for reporting all approved courses to the CCC California Community Colleges Chancellor's Office.~~

All approved courses will be reported to the California Community College Chancellor's Office.

Approved: 3/10/08

Revised: 3/9/20