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 by a technical review subcommittee for compliance with local and state standards.

D.   Courses are evaluated, reviewed, and approved by the Courses and Programs Curriculum Committee (CPCC).

E.   Courses are recommended to the Academic Senate Council for ratification on its consent calendar and forwarded directly to the Board of Trustees for final approval.

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 Courses and Programs Curriculum Committee (CPCC) 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 §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 by a technical review subcommittee for compliance with local and state standards.

E.   Courses are evaluated, reviewed, and approved by CPCC.

F.   All courses approved by the CPCC are recommended to the Academic Senate Council for ratification on its consent calendar and forwarded directly to the Board of Trustees for final approval.

G.   No course that has previously been denied separate approval by the California Community Colleges Chancellor's Office (CCCCO) or is part of a program that has been disapproved by CCCCO may be offered pursuant to Title 5 §55100 unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by CPCC, ASC, and the Board of Trustees.

H.   Students may count no more than 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.

Noncredit Courses

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, noncredit support supervisor, and dean of Community Education.

C.   Courses are reviewed by a technical review subcommittee for compliance with local and state standards.

D.   Courses are evaluated, reviewed, and approved by the Courses and Programs Curriculum Committee (CPCC).

E.   All courses approved by CPCC are recommended to the Academic Senate Council (ASC) for ratification on its consent calendar and forwarded directly to the Board of Trustees for final approval.