

## AP 4022 Course Approval

Reference: ***Title 5 Section 55100 and 55150***

Date Issued: July 10, 2012 Revised: ~~Reviewed: February 21, 2017~~

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The Grossmont-Cuyamaca Community College District (District) Chancellor shall ensure that the processes for approving individual credit and non-credit courses comply with Title 5 regulations. These processes are set forth in detail in the Grossmont College and Cuyamaca College Curriculum Committee Handbooks, and address, but may not be limited to the following elements:

### **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.
- Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at 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.
  - Involvement of appropriate District faculty and the Academic Senates in the development and approval process.
  - 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 amount of semester or quarter units approved 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.