Procedures for submitting for Board approval of individual degree-applicable credit courses that are part of an educational program approved by the California Community College Chancellor’s Office (CCCCO) include the following:

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 Committee (a curriculum committee with college-wide representation).

E. Courses are recommended to the State Chancellor’s Office and are subsequently submitted to the Board of Trustees for approval.

Procedures for course approval of non-degree-applicable credit courses and degree-applicable credit courses that are not part of an approved educational program allow that such courses be approved locally and offered, provided that the District complies with the following requirements:

A. These courses must be approved by the Courses and Programs Committee.

B. The individuals on the Courses and Programs Committee must have received the training provided for in Title 5, §55100.

C. No course that has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor 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 the Courses and Programs Committee and the Board of Trustees.

D. 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.

E. When 18 or more semester units of non-degree-applicable courses in the same TOPs code are linked to each other as prerequisite or co-requisite courses, such courses will be submitted to the Chancellor’s Office for approval as a program.
F. All courses approved by the Courses and Programs Committee must be reported to the State Chancellor’s Office and must be submitted to the Board of Trustees for approval.