**Administrative Procedure 4022 Course Approval**

Individual degree-applicable credit courses that are offered as a part of an educational program approved by the California Community Chancellor’s Office shall be approved by the local college curriculum Committee; the district Council on Instruction, Planning, and Development; and the Board of Trustees.

Procedures for course approval of non-degree-applicable credit and noncredit courses and degree applicable credit courses that are not part of a permitted educational program must address at least the following:

A. These courses must be approved by the local college curriculum committee.

B. The members of the college curriculum committees must have received the training provided for in Title 5 Section 55100.

C. Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community College Chancellor’s Office.

D. Students may count no more than the number of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree as provided for in Title 5 Section 55100.

E. Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

F. All credit and noncredit courses approved must be reported to the California Community College Chancellor’s Office.

References:
Title 5 Section 55100

Approved by the Chancellor: February 24, 2012
Revised and approved by the Chancellor: September 29, 2017