



## **AP 4022                      COURSE APPROVAL**

### **Reference:**

Title 5 Sections 55100 and 55150

### **Credit Courses**

Procedures for course approval of credit courses must address at least the following:

- The curriculum committee and District governing board have approved each credit course pursuant to Title 5 Section 55002, Title 5 Section 55002.5, and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- District personnel involved in the credit course approval process, including members of the curriculum committee, received the training provided for in Title 5 Section 55100.
- 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.
- The District governing board has established local policies or procedures specifying the relationship between contact hours, outside-of-class hours, and the calculation of credit hours.
- The District promptly reported all credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory and Management Information Systems.
- Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District complied with the regulatory requirements relating to the approval of credit courses.

### **Noncredit Courses**

Districts may approve noncredit 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 noncredit course must address at least the following:

- The curriculum committee and District governing board have approved each noncredit 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 noncredit 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 noncredit course approval process, including curriculum committee members, received the training provided for in Title 5 Section 55150.
- The District governing board has established 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 noncredit courses.

The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes or revision of courses, or other modifications of curriculum. These recommendations must be approved by the Curriculum Advisory Committee prior to approval by the Board of Trustees and submission to the State Chancellor's Office as required.

All course outlines of record will be reviewed and updated at a minimum of every five years. Prerequisites and corequisites for vocational courses or programs shall be reviewed and updated every two years. The Curriculum Advisory Committee will publish an annual timeline for submission of new curriculum proposals and modifications.

By September 30 of each year, the District shall submit a certification to the State Chancellor's Office, verifying that the persons who will serve on the Curriculum Advisory Committee, and others who will be involved in the curriculum approval process at the



college, have received training consistent with guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant regulations.

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