



## **AP 4022 Course Approval**

For curricular purposes, a course shall be defined as “an organized pattern of instruction on a specified subject offered by a community college” and an educational program shall be defined as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” (Title 5 §58050)

Procedures for submitting degree applicable, non-degree applicable, and noncredit courses for Board approval shall include the following:

- The creation of a course proposal by discipline faculty which states development criteria for the course, including: appropriateness to the mission of Chaffey College as verified by the program initiation process if applicable; demonstrated need for the course within the Chaffey College community; adherence to Title 5 Standards and Criteria for Courses (Title 5 §55002); provision of adequate resources to realistically maintain the program or course at the level of quality described in the proposal; and guarantee that the course is designed so as to not conflict with any law, including state and federal laws, both statutes and regulations.
- Curriculum Committee peer reviews all courses and reaches consensus regarding suggestions for modifications. This review includes the following:
  - Internal Review (includes discipline faculty Coordinator and Dean review);
  - Technical Review Committee (includes the Curriculum Chair, Articulation Officer, Catalog and Schedule Coordinator, Librarian, and one voting member from the Curriculum Committee);
  - Curriculum Committee Review (see AP 4020 for Curriculum Committee membership).
- After this level of review has been completed, the Curriculum Committee recommends approved course proposals to the Academic Senate for endorsement then sends the Academic Senate endorsement recommendations to the Chaffey College Governing Board for final review and approval. After this final approval has been granted, the Curriculum Office then submits the course proposal to the Chancellor’s Office Curriculum Inventory for chaptering or statewide review and final approval (Program and Course Approval Handbook).

The Curriculum Committee receives annual training provided for in Title 5 §55100 regarding local credit course and noncredit course approval. This training is to occur within the first three weeks of each fall semester in order to meet the Chancellor’s Office



**AP 4022 Course Approval**

Page 2 of 2

deadline for submission of certificate and paperwork verifying that training has occurred in compliance with Title 5 §55100.

Effective fall 2007, the Curriculum Committee and the Governing Board also approve non-degree applicable credit courses and degree-applicable credit courses that are not part of a state-approved educational program (aka “stand-alone” courses). The Course Outline of Record (COR) for stand-alone courses must contain all required elements and adhere to the same standards as other credit courses. All stand-alone courses must have a control number prior to being offered. Additional requirements for these types of courses include:

- Students may not count 18 units or more of stand-alone semester units toward satisfying the requirements for a certificate or completion of an associate degree
- The Committee will observe regulatory limits on the number of stand-alone courses that may be linked to one another by prerequisites or co-requisites.

References: Title 5 Sections 55100 and 55150;  
Program and Course Approval Handbook

Approved: 4/17/12

Revised: 3/9/21