**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 for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor’s Office 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; demonstrated need for the course within the Chaffey College community; adherence to Title 5 curriculum standards; 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.

- Appropriate review, including two readings by the Curriculum Committee, where peer review is offered and consensus regarding suggestions for modifications is reached. This review period is to include the following: the originating faculty, the Curriculum Committee including a Technical Review Committee, Discipline faculty review, coordinator review, Dean review, Articulation officer review, Librarian review, and a representative for the Vice President of Instruction. After this level of review has been completed, the course proposal then goes 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 statewide review and final approval. (Program and Course Approval Handbook)

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). Additional requirements for these types of courses include:

- The Curriculum Committee must receive annual training provided for in Title 5 §55100 regarding local approval of stand-alone courses. This training is to occur within the first three weeks of each fall semester in order to meet the Chancellor’s Office deadline for submission of certificate and paperwork verifying that training has occurred in compliance with Title 5 §55100.
AP 4022 Course Approval

- If a stand-alone course is denied approval by the California Community Colleges Chancellor’s Office, the reason for denial shall be reviewed by the course originator in collaboration with the Curriculum Committee Chair. At that time, a determination will be made as to whether to resolve the issue causing the course denial, or to pull the course from the Chancellor’s Office approval process. No course shall be offered at Chaffey College, credit or non-credit, unless it has approval from the California Community Colleges Chancellor’s Office.

- 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.

All approved courses will be reported to the California Community Colleges Chancellor’s Office Curriculum Inventory.

Reference: Title 5 Section 55100
Program and Course Approval Handbook

Approved: 4/17/12