APPROVAL REQUIREMENTS FOR ASSOCIATE DEGREE COURSES
>Title 5 and Academic Senate Good Practice Documents

1. Courses that are appropriate to the associate degree include the following types:
   - All CSU or UC transferable courses.
   - Courses that apply to the major in non-baccalaureate occupational fields.
   - English courses not more than one level below the first transfer level composition course (English 450 or above).
   - All mathematical courses above and including Elementary Algebra (Math 410).
   - Credit courses comparable to English 450 and Math 410 or higher taught in other disciplines (e.g., BUSOT-88).

2. Degree-applicable courses have a grading policy reflecting competence in course objectives, including the following:
   - A grading policy in the course outline that is clearly based on course objectives.
   - Course grading based on demonstrated proficiency at least part of which is either in the form of written essays or, if the curriculum committee deems it more appropriate, problem solving ability, which may be added to or substituted for essay writing.

3. Degree-applicable courses grant units according to established policy, based on Carnegie Unit criteria:
   - Each unit of credit requires approximately 48 hours of student learning time (Title 5). As a matter of standard higher education practice (but not as a matter of law), in traditional academic disciplines (such as English, history, mathematics, etc.), it is expected that one third of these hours will occur in the classroom ("recitation" or lecture), and two-thirds of them will occur outside the classroom ("study" or homework). Thus, for one academic unit, a student would be expected to spend either one hour a week in a lecture course or three hours per week in a lab course. Academic units assume the following formula for college-level lecture courses:
     \[
     16 \text{ hours of classroom time} + 32 \text{ hours of homework} = 48 \text{ hours total student learning time}
     \]
   - The 48 hour formula is based on the 16 week minimum. The formula may be adjusted to allow a maximum of a 19 week semester.

4. Course outlines for degree-applicable courses reflect requirements that are sufficiently intense to require study outside of class:
Description of course content, objectives, and assignments demonstrate that the student will need to study outside of class at a ratio of approximately two hours of homework to one hour of class for a lecture class. Many traditional academic courses award three units. The number of hours expected for such a course would be:

\[ \text{48 hours of classroom time} + 96 \text{ hours of homework} = 144 \text{ hours total student learning time} \]

5. Course outlines for degree-applicable courses clearly state any prerequisites, corequisites, limitations on enrollment, or advisories.

6. Degree-applicable courses require students to possess basic skills at entry, with course assignments requiring competency in reading, writing, or computation, as appropriate.

7. Degree-applicable courses require critical thinking about college-level concepts, reflected in course objectives [and/or student learning outcomes] incorporating language that demonstrates critical thinking.

8. Degree-applicable courses require college-level learning skills, with course descriptions, content, objectives, and assignments that demonstrate the necessity of college-level vocabulary and learning skills.

9. Degree-applicable courses have a course outline of record that specifies unit value, scope, objectives, content, assignments, instructional methodology, and appropriate methods of evaluation.

10. Degree-applicable courses must have a complete course outline of record properly filed with the appropriate college agency and available to the college community for review.

11. Degree-applicable courses can only be taken once unless they qualify for repeatability under state regulations.
CRITERIA FOR ASSOCIATE DEGREE APPLICABLE COURSES
(Title 5 Standards and Criteria)

An associate-degree applicable course meets the following requirements:

1. is appropriate to the associate degree.
2. has a grading policy reflecting competence in course objectives.
3. grants units according to established policy.
4. is sufficiently intense to require study outside of class.
5. clearly states any prerequisites, corequisites, or advisories.
6. requires basic skills at entry.
7. incorporates difficulty by requiring critical thinking about college-level concepts.
8. requires college-level learning skills
9. has a course outline of record that specifies
   a. unit value
   b. scope
   c. objectives
   d. content
   e. assignments
   f. instructional methodology
   g. methods of evaluation
   h. can only be taken once unless it qualifies for repeatability under state regulations