

---

**Kern Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

---

**AP 4022 COURSE APPROVAL**

**Reference:**

Title 5 Section 55100

**NOTE:** *This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but **must address** the following requirements of Title 5 Section 55100:*

*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.*

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

*These courses must be approved by the curriculum committee.*

*The individuals on the curriculum committee must have 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.*

*Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.*

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

*All courses approved must be reported to the California Community Colleges Chancellor's Office.*

**NOTE:** The language in **blue ink** (immediately below) is from current KCCD Policy 4B2. It is included in this administrative procedure due to the details contained therein.

## **Courses**

Course additions, deletions, and modifications shall be determined through established College procedures.

The courses of the colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

College procedures for course creation, deletion, and modification shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of course description;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

In addition to course additions, deletions, and modifications initiated by the college procedures, College or District administration may initiate the appropriate college procedures.

Final recommendations for course additions, deletions, and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

Also see AP 4020 titled Program and Curriculum Development and BP/AP 4400 titled Community Services Programs

**NOTE:** The additional language in **blue ink** below illustrate sample language from other districts and is included just for consideration.

### **Sample 1 from another District:**

The District Chancellor shall ensure that the processes for approving individual credit and non-credit courses comply with Title 5 regulations. These processes are set forth in

detail in the Curriculum Committee Handbooks, and address, but may not be limited to the following elements:

- Procedures for submitting for Board of Trustees approval individual degree-applicable credit courses offered as part of an educational program, approved by the California Community Colleges Chancellor's Office.
- Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:

These courses must be approved by the Curriculum Committee.

The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100.

Involvement of appropriate faculty members and the Academic Senate in the development and approval process.

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.

Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.

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

All courses approved must be reported to the California Community Colleges Chancellor's Office.

### **Sample 2 from another District:**

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 California Community Colleges Chancellor's Office as required.

By September 30 of each year, the District shall submit a certification to the California Community Colleges 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 colleges, have received training consistent with guidelines prescribed by the California Community Colleges Chancellor on stand-alone credit course approval and relevant regulations.

### **Sample 3 from another District:**

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 Section 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 the college; demonstrated need for the course within the 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 Board of Trustees for final review and approval. After this final approval has been granted, the Curriculum Office then submits the course proposal to the California Community Colleges Chancellor’s Office Curriculum Inventory for statewide review and final approval. (Program and Course Approval Handbook)

The Curriculum Committee and the Board of Trustees 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 Section 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 California Community Colleges Chancellor’s Office deadline for submission of certificate and paperwork verifying that training has occurred in compliance with Title 5 Section 55100.

- 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 California Community Colleges Chancellor's Office approval process. No course shall be offered at the 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.

#### **Sample 4 from another District:**

##### **Credit Courses**

Individual degree-applicable credit courses that are part of an educational program approved by the California Community Colleges Chancellor's Office are submitted to the Board of Trustees according to the following procedure:

- Courses and their affiliated student learning outcomes are proposed by faculty.
- Courses are examined by the department chair, the department's dean, and the articulation officer.
- Courses are reviewed by a technical review subcommittee for compliance with local and state standards.
- Courses are evaluated, reviewed, and approved by the Courses and Programs Curriculum Committee (CPC).
- Courses are recommended to the Academic Senate Council for ratification on its consent calendar and forwarded directly to the Board of Trustees for final approval.

Non-degree-applicable credit courses and degree-applicable credit courses that are not part of an approved educational program may be approved locally and offered provided the District complies with the following requirements:

- Individuals serving on the Courses and Programs Curriculum Committee (CPC) and all others involved in the curriculum approval process have received training

on the review and approval of courses not part of educational programs as provided for in Title 5 Section 55100.

- B. Courses and their affiliated student learning outcomes are proposed by faculty.
- C. Courses are examined by the department chair, the department's dean, and the articulation officer.
- D. Courses are reviewed by a technical review subcommittee for compliance with local and state standards.
- E. Courses are evaluated, reviewed, and approved by CPCC.
- F. All courses approved by the CPCC are recommended to the Academic Senate Council for ratification on its consent calendar and forwarded directly to the Board of Trustees for final approval.
- G. No course that has previously been denied separate approval by the California Community Colleges Chancellor's Office or is part of a program that has been disapproved by California Community Colleges Chancellor's Office may be offered pursuant to Title 5 Section 55100 unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by CPCC, ASC, and the Board of Trustees.
- H. Students may count no more than 18 semester units of stand-alone courses toward satisfying the requirements for a certificate or the completion of an associate degree.
- I. When eighteen or more semester units of non-degree-applicable courses in the same TOPs code are linked to each other as prerequisite or co-requisite courses, such courses are submitted to the California Community Colleges Chancellor's Office for approval as a program.

### **Noncredit Courses**

All noncredit courses are submitted to the Board of Trustees according to the following procedure:

- A. Courses and their affiliated student learning outcomes are proposed by faculty.
- B. Courses are reviewed by the department chair, noncredit support supervisor, and dean of Community Education.
- C. Courses are reviewed by a technical review subcommittee for compliance with local and state standards.

- D. Courses are evaluated, reviewed, and approved by the Courses and Programs Curriculum Committee (CPC).
- E. All courses approved by CPC are recommended to the Academic Senate Council (ASC) for ratification on its consent calendar and forwarded directly to the Board of Trustees for final approval.

**(NOTE: Also see sample language from other Districts included in the notebook)**

---

**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration.

---

**Approved:**

*(This is a new procedure)*

## Legal Citation for AP 4022

### Title 5 Section 55100

5 CCR s 55100

Cal. Admin. Code tit. 5, s 55100

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 2. APPROVAL BY THE CHANCELLOR  
ARTICLE 1. APPROVAL OF CREDIT EDUCATIONAL PROGRAMS

s 55100. Course Approval.

(a) The governing board of each community college district shall establish policies for, and may approve individual degree-applicable credit courses which are offered as part of an educational program approved by the Chancellor pursuant to section 55130. Such courses need not be separately approved by the Chancellor.

(b) Effective for courses to be offered beginning in Fall 2007, a community college district may, until December 31, 2012, approve and offer non-degree- applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district continuously complies with the following requirements:

(1) the college curriculum committee and district governing board have approved each such course pursuant to section 55002;

(2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs;

(3) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;

(4) no group of courses approved pursuant to this subdivision which total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy of Programs code may be linked to one another by means of prerequisites or corequisites;

(5) no student may be permitted to count 18 or more semester units or 27 or more quarter units of coursework approved pursuant to this subdivision toward satisfying the requirements

for a certificate or other document evidencing completion of an educational program or towards a major or area of emphasis for completion of an associate degree; and

(6) the district promptly reports all courses approved pursuant to this subdivision to the Chancellor through the Chancellor's Office Management Information System.

(c) The Chancellor may, at any time, terminate the ability of a district to offer courses pursuant to subdivision (b) if he or she determines that a district has failed to comply with all of the conditions set forth in that subdivision. In that event, the district will become immediately subject to the requirements of subdivision (d).

(d) Effective January 1, 2013, or earlier if so required by subdivision (c), the governing board of each community college district shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78401, Education Code.