

Note: This procedure is **legally required** to comply with Title 5. Local practice may be inserted, but must address the following requirements of Title 5 Section 55100.

New – GCCCD Procedure

First Reading—4/23/12
Second Reading—5/23/12
Final Reading—6/25/12
DEC Final Reading—7/9/12

AP 4022 Course Approval

Reference: ***Title 5 Section 55100***

Date Issued:

[CCLC template language, except italicized language]

The Grossmont-Cuyamaca Community College District (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 Grossmont College and Cuyamaca College Curriculum Committee Handbooks, and address, but may not be limited to the following elements:

- 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.
 - *Involvement of appropriate District faculty and the Academic Senates 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.