

**Course Approval**

Reference: 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 CCC Chancellor include:

- These courses must be submitted to the appropriate division for review and approval.
- Courses must then be presented to the Curriculum Committee for review and approval.
- The Vice President of Instructional Services will forward the approved course outlines to the Board of Trustees for review and approval.

Procedures for course approval of nondegree-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, 55100.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the CCC Chancellor.
- 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 CCC Chancellor.