

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4022

Course Approval

Date Adopted:	5/13/2016
Date Revised:	12/4/2020
Date Reviewed:	12/4/2020
References:	Title 5, Sections 55100 and 55150

Credit Courses

Sierra College has established 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.

Sierra also has established procedures for all non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program. They include the following:

- These courses are granted approval by the Curriculum Committee.
- Members of the committee have received the requisite training provided for in Title 5, Section 55100.
- Unless modified to properly address the reasons for denial, no courses are 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 are maintained on the number of courses that may be linked to one another by prerequisites or co-requisites.
- All courses approved are reported to the California Community Colleges Chancellor's Office.

Non-Credit Courses

Districts may approve non-credit courses pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook. Procedures for course approval of non-credit course must address at least the following:

- The curriculum committee and District governing board have approved each non-credit course pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- The District promptly reported all non-credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.
- District personnel involved in the non-credit course approval process, including curriculum committee members, received training regarding the rules, regulations, and local policies applicable to the approval of non-credit courses, including but not limited to, the provisions of Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- The District governing board has established local policies or procedures specifying attendance counting consistent with Education Code Sections 84030 et seq.
- Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District has complied with the requirements of Title 5 Section 55150 relating to the approval of non-credit courses.

See Administrative Procedure 4020 and Sierra College Curriculum Handbook.