



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

AP 4022 Course Approval

Reference:

Title 5 Section 55100 and 55150

Credit Courses

Procedures for course approval of credit courses must address at least the following:

- The curriculum committee and District governing board have approved each credit course pursuant to Title 5 Section 55002, Title 5 Section 55002.5, and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- District personnel involved in the credit course approval process, including members of the curriculum committee, 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.
- The District governing board has established a local policies or procedures specifying the relationship between contact hours, outside-of-class hours, and the calculation of credit hours.
- The District promptly reported all credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory and Management Information Systems.
- Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District complied with the regulatory requirements relating to the approval of credit courses.

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 the training provided for in Title 5 Section 55150.
- 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.