



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4022 Course Approval
Code	AP 4022
Status	Active
Legal	Title 5, Section 55002.5 Title 5, Section 55100 Title 5, Section 55150
Adopted	May 12, 2009
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Last Reviewed	June 16, 2020

This procedure applies to the processes for approving individual credit and non-credit courses in accordance to Title 5, Sections 55100 and 55150.

Individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office shall be:

- Approved by the Curriculum Committee of one of the District colleges;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for chaptering.

Course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of an approved educational program (stand-alone courses) shall be:

- Approved by the Curriculum Committee of one of the District colleges;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for chaptering.

The following limitations apply to stand-alone courses:

- No students may be permitted to count 18 or more semester or 27 or more quarter units of coursework toward satisfying the requirements for a certificate of achievement or towards a major or area of emphasis for completion of an associate degree.
- No group of courses approved which total 18 or more semester or 27 or more quarter units in a single four-digit Taxonomy of Programs Code may be linked to one another by prerequisites or co-requisites.

All college and/or district personnel involved in the credit course approval process, including members of the college curriculum committee, shall have received the training provided for in Title 5 Section 55100.

The relationship between contact hours, outside-of-class hours, and the calculation of unit credit for each credit course shall be consistent with Title 5 Section 55002.5.

Course approval of noncredit courses shall be:

- Approved by the Curriculum Committee of one of the District Colleges;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for chaptering.

Course outlines of record for all noncredit courses.

No courses shall be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office, unless modified to properly address the reasons for denial.

Reference [Board Policy BP 4022](#).

Governance Review

2020 06.16 Board of Trustees Meeting

2020 05.12 Board of Trustees Meeting (proposed)
2020 04.23 Policy, Planning and Student Success Committee
2020 03.19 Policy, Planning, and Student Success Committee (rescheduled)
2020 02.24 Chancellor's Cabinet
2020 02.13 DTRW-I
2020 01.09 DTRW-I
2019 12.12 DTRW-I
2019 09.12 DTRW-I