

**AP 4022 COURSE APPROVAL**

**Reference:**

Title 5 Section 55100

Credit and non-credit course proposals and revisions are approved by the college's curriculum committees and the District curriculum committee as appropriate, which follows the District's approved curriculum and program approval processes.

By September 30 of each year, the District shall submit a certification to the State Chancellor's Office, verifying that the persons who will serve on the curriculum committee, and others who will be involved in the curriculum approval process at each college, have received training consistent with guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant regulations.

Office of Primary Responsibility: Vice Chancellor, Educational Services

---

Administrative Approval: June 15, 2009

Revised: April 2014 (job titles only)

Revised: August 2015 (job titles only)