

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



July 25, 2012

TO: Chief Executive Officers,
Chief Instructional Officers

FROM: Barry A. Russell, Ph.D.
Vice Chancellor of Academic Affairs

SUBJECT: 2012-13 Certification for Local Approval of Stand-Alone Credit Courses

Title 5, section 55100, *Course Approval*, chaptered in August 2007, permits community college districts to approve, without prior approval by the Chancellor of the California Community Colleges, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program. These courses are commonly known as stand-alone courses.

In order to be certified to approve stand-alone credit courses locally, each college must annually certify that all individuals, who will be involved in the curriculum approval process at each college, have been trained in accordance with the regulations. Each district, by signing the attached form, certifies that each college in the district has met the following criteria:

- The college curriculum committee and all other individuals who will be involved in the curriculum approval process have completed training on stand-alone course approval.
- The district will annually certify that all faculty and staff involved in the curriculum approval process have completed training.

The training materials are attached and available at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/StandAloneCreditCourseApproval.aspx>

ACTION REQUESTED: Pursuant to title 5, section 55100, the certification must be received by September 30, 2012. The Chancellor's Office will accept certifications by mail postmarked on or before September 30th. Electronic submissions may be submitted to curriculum@ccco.edu by 11:59 p.m. on September 30, 2012.

Please be aware that there are no provisions to extend the September 30, 2012, deadline.

CONTACT: Stephanie Ricks-Albert, Curriculum and Instruction, by phone at (916) 323-3093 or by email at sricksal@ccco.edu.

cc: Sally Montemayor Lenz
AAD Staff
Julie Adams (Curriculum Chairs)