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| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 4 Academic Affairs |
| Title | AP 4022 COURSE APPROVAL |
| Number | AP 4022 |
| Status | Active |
| Legal | Title 5, Section 55100 |
| Adopted | May 12, 2009 |
| Last Revised | September 9, 2014 |

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

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 Committees of each college of the District;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for approval.

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 Committees of each college of the District;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for approval.

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 individuals serving on a college curriculum committee shall have received the training provided for in Title 5 Section 55100.

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.