



## **AP 4022 COURSE APPROVAL**

### **Reference:**

Title 5 Section 55100

The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes or revision of courses, or other modifications of curriculum. These recommendations must be approved by the Curriculum Advisory Committee prior to approval by the Board of Trustees and submission to the State Chancellor's Office as required.

All course outlines of record will be updated at a minimum of every five years. The Curriculum Advisory Committee will publish an annual timeline for submission of new curriculum proposals and modifications.

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 Advisory Committee, and others who will be involved in the curriculum approval process at the college, have received training consistent with guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant regulations.

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**Date Approved:** September 19, 2014