

California Community Colleges  
Chancellor's Office  
1102 Q Street  
Sacramento, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



**DATE:** December 9, 2015

AA 15-34  
**VIA E-MAIL**

**TO:** Chief Instructional Officers

**FROM:** Pamela D. Walker  
Vice Chancellor, Education Services

**SUBJECT:** Correction to the Policy Change Related to the Submission of Credit Course Nonsubstantial Change Proposals Letter

The purpose of this communication is to correct Memorandum AA 15-29, dated October 27, 2015, titled "Policy Change Related to the Submission of Credit Course Nonsubstantial Change Proposals Letter." This memorandum provided information regarding the policy change to implement an expedited process of all Credit Course Nonsubstantial Change proposals requesting the colleges to attach a certification form to each of these proposals.

The correction is the Chancellor's Office will only require one certification form signed by Chief Instructional Officers (CIOs) on an annual basis and submitted to the Chancellor's Office rather than attaching one to every submitted Credit Course Nonsubstantial Change proposal. The annual certification form will be due July 1 of each year. A reminder of the renewal of the certification form will be sent out in May of each year. Also, the Chancellor's Office will conduct random spot checks of these proposal types to monitor data integrity.

In the meantime, The Chancellor's Office requests each CIO to sign and submit the attached certification form by **December 18, 2015**.

**This policy change is for Credit Course Nonsubstantial Change Proposals only.** At this time, the Chancellor's Office will continue to review Noncredit Course Nonsubstantial Change proposals.

The Chancellor's Office apologizes for the confusion and any inconvenience the previous memorandum may have caused. Should you have any questions or concerns, please contact Lebaron Woodyard at [lwoodyar@ccco.edu](mailto:lwoodyar@ccco.edu) or (916) 445-1780 or Jackie Escajeda at [jescajeda@ccco.edu](mailto:jescajeda@ccco.edu) or 327-2066.

Attachment: Annual Credit Course Nonsubstantial Change Certification

cc: ASCCC  
AAD Staff  
System Advisory on Curriculum Committee

# California Community Colleges Chancellor's Office



## Annual Credit Course Nonsubstantial Change Certification

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By signing this form, the Chief Instruction Officer (CIO) acknowledges and certifies that the credit course nonsubstantial change proposals that are submitted to the California Community Colleges Chancellor's Office (CCCCO) Curriculum Inventory system are accurate in accordance with the current CCCCCO Program and Course Approval Handbook (PCAH) ; that course hours and units are correct in accordance to CCCCCO Course Calculations; that the approved college/district course outline of record has been approved by the District Governing Board ((CCR, §55002(a)(1) & (b)).

Please note the Chancellors Office will be conducting random checks of these proposals to monitor data integrity.

Email a PDF of this form to: [curriculum@cccco.edu](mailto:curriculum@cccco.edu)

or

Mail the original form to: California Community Colleges Chancellor's Office  
Attn: Academic Affairs Division  
1102 Q Street, Suite 4550  
Sacramento, CA 95811

I certify as the Chief Instructional Officer that \_\_\_\_\_  
(college name)  
has completed this process by signing this document.

\_\_\_\_\_  
Chief Instructional Officer (Signature) Date

\_\_\_\_\_  
Chief Instructional Officer (Print Name)