

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



DATE: November 1, 2016
TO: Chief Instructional Officers
FROM: Pamela D. Walker
Vice Chancellor, Education Services
SUBJECT: **Credit Course Certification**

AA 16-27
VIA E-MAIL

This memorandum provides information regarding the policy change to implement an expedited process of all credit course proposals requesting the colleges to attach a certification form to each of these proposals.

Moving forward, the Chancellor's Office will only require one certification form signed by Chief Instructional Officers (CIOs) to be submitted annually to the Chancellor's Office. The certification form will be due on July 31 of each year. The Chancellor's Office will send out a reminder of the renewal of the annual certification form in May of each year. Periodic reviews of these proposal types will be conducted by the Chancellor's Office in order to monitor data integrity.

The Chancellor's Office requests each CIO to sign and submit the attached certification form no later than 5 pm on **December 16, 2016**. If the certification is not received by the due date, college credit course proposal submissions will continue to be reviewed by the Chancellor's Office until the certification is received.

Please contact Jackie Escajeda at jescajeda@cccco.edu or (916) 327-2066, should you have any questions or concerns.

Attachment: Annual Credit Course Certification

cc: Academic Senate for California Community Colleges
California Community Colleges Curriculum Committee
AAD Staff

California Community Colleges Chancellor's Office



Annual Credit Course Certification

By signing this form, the Chief Instruction Officer (CIO) acknowledges and certifies that:

- credit courses that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate in accordance with the current CCCCCO Program and Course Approval Handbook (PCAH);
- course hours and units are correct in accordance with CCCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- opportunities for training are provided for college personnel regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) & (b)); and
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit.

This certification applies to the following credit courses:

1. New proposals to existing approved credit programs
2. Substantial change proposals
3. Stand-alone proposals
4. Nonsubstantial change proposals

Please note the Chancellor's Office will conduct periodic reviews of these proposals to monitor data integrity.

Email a PDF of this form to: 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

By signing this document, I certify as the Chief Instructional Officer that _____
has completed this process. (College name)

Chief Instructional Officer (Signature) Date

Chief Instructional Officer (Print Name) Date

Curriculum Chair (Signature) Date

Curriculum Chair (Print Name) Date