

## CALIFORNIA COMMUNITY COLLEGES

## CHANCELLOR'S OFFICE

1102 Q STREET, SUITE 4400

SACRAMENTO, CA 95811-6549

(916) 322-4005

<http://www.cccco.edu>

DATE: September 6, 2017

AA 17-52

VIA E-MAIL

TO: Chief Executive Officers  
Chief Instructional Officers  
Academic Senate President  
Curriculum Chairs  
Academic Senate for California Community Colleges  
Curriculum Specialists

FROM: Laura L. Hope  
Executive Vice Chancellor, Education Services

SUBJECT: Annual Credit Course Certification Form

This memorandum provides information regarding the Credit Course Certification, which support the curriculum streamlining process of all credit course proposals with the exception of Cooperative Work Experience courses. Periodic reviews of these proposal types will be conducted by the Chancellor's Office in order to monitor data integrity.

Moving forward, the Chancellor's Office will require one certification form signed by Chief Executive Officers, Chief Instructional Officers, Academic Senate Presidents, and Curriculum Chairs to be submitted annually to the Chancellor's Office. The certification form will be due October of each year and the Chancellor's Office will send out the renewal of the annual certification form in September of each year.

The Chancellor's Office requests each required person to sign the attached certification form and for the college to submit it no later than 5 pm on **October 16, 2017**, to the Chancellor's Office. If the certification is not received by the due date, a manual review of 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@ccco.edu](mailto:jescajeda@ccco.edu) or (916) 327-2066, should you have any questions or concerns.

Attachment: Annual Credit Course Certification

# California Community Colleges Chancellor's Office



## Annual Credit Course Certification

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By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair 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 for new and 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@ccccco.edu](mailto:curriculum@ccccco.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

# California Community Colleges Chancellor's Office



## Annual Credit Course Certification

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

\_\_\_\_\_  
Chief Executive Officer *(Signature)* Date

\_\_\_\_\_  
Chief Executive Officer *(Print Name)*

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

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

\_\_\_\_\_  
Academic Senate President *(Signature)* Date

\_\_\_\_\_  
Academic Senate President *(Print Name)*

\_\_\_\_\_  
Curriculum Chair *(Signature)* Date

\_\_\_\_\_  
Curriculum Chair *(Print Name)*