July 24, 2013

TO: Chief Executive Officers, Chief Instructional Officers

FROM: Barry A. Russell, Ph.D.
Vice Chancellor of Academic Affairs

SUBJECT: 2013-14 Announcement of Local Approval of Credit Stand-Alone Courses

California Code of Regulations (CCR), Title 5, section 55100, Course Approval, chaptered in August 2007, provides the opportunity for community college districts to approve, without prior approval by the Chancellor of the California Community Colleges, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program. These courses are commonly known as stand-alone courses. Although local approval authority of credit stand-alone course is scheduled to sunset January 1, 2014, colleges interested in this opportunity must complete the training and certification process.

In order to be authorized to approve credit stand-alone courses locally, each district, by signing the attached form, certifies that each college in the district has met the following criteria:

- The college curriculum committee and all other individuals who will be involved in the curriculum approval process have completed training on credit stand-alone course approval.
- The district will annually certify that all faculty and staff involved in the curriculum approval process have completed training on credit stand-alone course approval.

The training materials are attached and available at:
http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/StandAloneCreditCourseApproval.aspx

ACTION REQUESTED:

Only for those California Community Colleges interested in this opportunity, pursuant to CCR, title 5, section 55100, the 2013-14 Certification for Local Approval of Credit Stand-Alone Courses must be received by September 30, 2013 by means of:

1) Postmarked mail on or before the due date, or
2) Electronic submission to curriculum@cccco.edu by 11:59 p.m. of the due date.

CONTACT:

Stephanie Ricks-Albert, Curriculum and Instruction, at (916) 323-3093 or email sricksal@cccco.edu for questions regarding this opportunity or process.

cc: Sally Montemayor Lenz
AAD Staff
Julie Adams (Curriculum Chairs)