August 31, 2012

TO: Chief Executive Officers,  
Chief Instructional Officers

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

SUBJECT: REMINDER NOTICE – DUE SEPTEMBER 30, 2012  
2012-13 Certification for Local Approval of Stand-Alone Credit Courses

In compliance with title 5, section 55100, Course Approval, which permits 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 that are not part of an approved educational program (commonly known as stand-alone courses).

To be certified, each college must annually certify that all individuals, who will be involved in the curriculum approval process at each college, have been trained in accordance with the regulations. 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 stand-alone credit course approval.
- The district will annually certify that all faculty and staff involved in the curriculum approval process have completed training.

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

ACTION REQUESTED:

The certification is due by September 30, 2012. A postmark or electronic submission to curriculum@cccco.edu by 11:59 pm of the deadline date will be accepted. By law, the deadline may not be extended.

CONTACT:

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cc: Sally Montemayor Lenz  
Julie Adams (Curriculum Chairs)