

**CALIFORNIA COMMUNITY COLLEGES  
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May 20, 2014

AA 14-01  
VIA E-MAIL

TO: Chief Instructional Officers

FROM: Erik Skinner  
Deputy Chancellor

SUBJECT: **Update from Academic Affairs Division**

**Stand-Alone Credit Courses**

Assembly Bill 1029, amended California Education Code (CEC), sections 70901 and 70902, with a January 1, 2014 sunset date of community college districts delegated authority to approve and offer non-degree-applicable credit courses and degree-applicable credit courses, which are not part of an approved educational program (commonly known as "stand-alone" courses). However, while stand-alone authority delegated to community colleges ended on January 1, 2014, the CCCCCO Curriculum Inventory inadvertently assigned course control numbers to locally approved stand-alone course submissions until March 15, 2014. Based on this approval, we understand that some colleges have proceeded to include some of these courses in their course catalogs.

To remedy this situation, the Chancellor's Office will provide the colleges that submitted courses during the January to March period with limited approval to offer these stand-alone courses during the 2014-2015 academic year (July 1, 2014 to June 30, 2015). In addition, these courses are currently being reviewed by curriculum analysts at the Chancellor's Office, and colleges will be notified if revisions are required in order for the courses to remain approved after June 30, 2015. If the college does not receive a revision request by December 31, 2014, then stand-alone courses submitted during January to March 2014 have been reviewed and approved.

**C-ID Review for ADT Degrees (radio button added to ADT)**

According to the 5th edition of the Program and Course Approval Handbook (PCAH) page 122, all courses with C-ID descriptors that are identified on an Associate Degree for Transfer (ADT) Template must have course outlines submitted to C-ID ([www.c-id.net](http://www.c-id.net)) for review prior to the Chancellor's Office review and approval of the ADT.

Unfortunately, the Chancellor's Office continues to receive ADTs with courses for which a C-ID descriptor exists that have not been submitted to C-ID for review. Therefore, a "radio button" is being added to the SPO2 Program Award field for both AA-T and AS-T programs that states: "College has submitted all C-ID descriptor courses to C-ID for review (Y/N)." When a college submits an ADT, it will send an automated message to the Chancellor's Office to inform our staff that C-ID submittal has occurred. Again, please submit courses to C-ID prior to submission of an ADT. This will greatly improve the processing for AA-T and AS-T degree programs.

**Note:** ADTs with C-ID descriptor courses that have not been submitted to C-ID will be denied by the CCCCCO.

**“P” (Pass) Grade for ADTs – Errata**

At a recent meeting of the System Advisory Committee for Curriculum (SACC), the committee unanimously recommended a change to the Program and Course Approval Handbook for the ADT Catalog Description (page 123). The current language states that pursuant to SB 1440, section 66746, the program description must include the following information: ADTs require that “students must earn a ‘C’ or better in all courses required for the major or area of emphasis. A ‘P’ (Pass) grade is not an acceptable grade for courses in the major.” The last sentence, relating to a “P” grade, was erroneously included in the PCAH. To address this, the committee recommended that the sentence be removed from PCAH as an errata.

Accordingly, the passage will be amended as follows: “students must earn a C or better in all courses required for the major or area of emphasis. ~~A ‘P’ (Pass) grade is not an acceptable grade for courses in the major.~~” SB 1440 states in section 66746 that students must achieve “attainment of a minimum grade point average of 2.0.” There is no reference in SB 1440 to a “P” grade. Moreover, Title 5, Article 6, section 55063 on the Associate Degree, states each course “must be completed with a grade of ‘C’ or better, or a ‘P’ if the course is taken on a ‘pass-no-pass’ basis.”

The recommendation from SACC has been sent to the CCCCCO legal office where it will be submitted through the process required to amend the Program and Course Approval Handbook.

cc: Linda Michalowski, Student Services and Special Programs, CCCCCO  
Cris McCullough, Academic Affairs, CCCCCO  
Academic Affairs Division Staff, CCCCCO  
Beth Smith, ASCCC  
System Advisory Committee for Curriculum (SACC)