

Chapter 4 – Academic Affairs

AP 4022 Course Approval (NEW)

References:

Title 5 Section 55002.5, 55040, 55100, 55150, 55250, 55251, 55252, 55253, 55254, 55256.5, 58003, 58050, and 58051; Program and Course Approval Handbook (California Community Colleges); Mt. SAC Curriculum Handbook. Education Code Sections 84030 et seq.

A course shall be defined as “an organized pattern of instruction on a specific subject offered by a community college.” An educational program shall be defined as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

The Annual Curriculum Approval certification is submitted to the California Community Colleges Chancellor’s Office each academic year, demonstrating that the College has complied with Title 5 requirements relating to the approval of credit and noncredit courses.

Credit Courses

Procedures for developing and submitting degree-applicable and non-degree-applicable courses include the following:

- Discipline faculty create the course proposal, which addresses all required elements of the Course Outline of Record, and are supported by department minutes, advisory committee meeting minutes if applicable, and supplemental documents (e.g., Content Review). The course proposal is submitted through the curriculum processing software to the Office of Instruction Curriculum Team, including the faculty curriculum leader(s) for technical pre-screening.
- Courses must be:
 - reviewed and approved by the academic department and dean,
 - reviewed and recommended for approval by the Educational Design Committee,
 - reviewed by the Curriculum and Instruction Council,
 - reported to the Academic Senate, and
 - recommended to the Board of Trustees for approval.
- Credit Hour

Mt. San Antonio College establishes the following relationships between the number of units assigned to a given course and the number in the course outline:

The total standardized hours are based on the number and type of units identified in the Course Outline of Record (COR) and are calculated by multiplying the number of units of lecture and lab by the standardized hours defined in Title 5.

For purposes of federal financial aid eligibility, a “credit hour” is established as follows:

These standard hours are used regardless of the term length (standard or compressed) or the course duration (term length or short term).

- Lecture:

Standard contact hours per unit of lecture: one (1) unit = 18 hours. Outside of lecture contact hours, students are expected to complete 36 additional hours of related homework.

The 0.5-unit increment of lecture equals 9 lecture hours. [In lieu of the units-to-contact hours table, it exists in the Mt. SAC Curriculum Handbook.]

- Lab:

Standard contact hours per unit of lab: one (1) unit = 54 hours. Minimal or no outside-of-class hours of related homework are required outside of the lab.

The exception shall be Work Experience and internship courses, which shall award credit in compliance with Title 5: 1 unit for each 54 hours of paid or unpaid work.

Career and Technical Education programs with external accreditation shall award credit in compliance with Title 5 as well as meet their documented accreditation requirements. In courses with lab hours that exceed the ratio of one unit equals 54 hours, the excess hours will equate to the next lower half-unit increment.

As course contact hours increase, additional credit shall be awarded in half unit increments per the above standards. In addition, a course shall not be offered for zero units.

Noncredit Courses

The College may approve noncredit courses pursuant to Title 5 and the California Community Colleges Chancellor’s Office Program and Course Approval Handbook (PCAH). Procedures for developing and submitting noncredit courses for Board approval include the following:

- The Educational Design Committee, the Curriculum and Instructional Council, and the Board approve each noncredit course.
- The College promptly reports all noncredit courses approved by the Board to the California Community Colleges Chancellor’s Office Curriculum Inventory Management Information Systems.

- College personnel involved in the noncredit course approval process, including curriculum committee members, receive training regarding the rules, regulations, and local policies applicable to the approval of noncredit courses.
- The Board has established local policies or procedures specifying attendance accounting consistent with the Education Code.

The College shall also meet the following requirements:

- Members of the Educational Design Committee and the Curriculum and Instructional Council must receive the curriculum-related training required by Title 5 on an annual basis.
- Courses that were denied by the California Community Colleges Chancellor's Office may not be offered unless modified, and subsequently approved.
- Students may only count a limited amount of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree.
- Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites apply.
- The College promptly reports all credit courses approved by the Board to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.