
Allan Hancock Joint Community College
District Administrative Procedure
Chapter 4 – Academic Affairs

AP 4022 COURSE AND PROGRAM APPROVAL

For curricular purposes, a course shall be defined as “an organized pattern of instruction on a specified subject offered by a community college” and 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.” (Title 5 Section §58050).

The procedure for course and program approval includes:

- The discipline faculty creates a course or program proposal that meets the development criteria: (1) appropriateness to the mission of the college; (2) demonstrated need for the within the college community; (3) adherence to Title 5 curriculum standards; (4) provision of adequate resources to realistically maintain and sustain the program or course at the level of quality described in the proposal; and (5) guarantee that the course is designed so as to not conflict with any law, including state and federal laws, both statutes and regulations.

The technical review committee reviews the course proposal and the academic dean/ascertains feasibility of the course/program proposal.

The course/program proposal is then reviewed and/or approved by the discipline faculty, department and department chair, library/distance education/adaptive media specialist, counseling and articulation.

The Academic Policy and Planning (AP&P) Committee reviews and acts on course and program proposals. The committee periodically submits a summary report to the Academic Senate for review and action. The Academic Senate forwards the summary report to the college superintendent/president and the Board of Trustees for final approval and implementation.

The Office of Vice President of Academic Affairs submits the course and program proposals to the California Community Colleges (CCC) Chancellor’s Office Curriculum Inventory (COCI) for chaptering and/or review and approval.

The AP&P Committee regularly conducts orientation and training for all faculty and staff that review and approve curriculum.

For noncredit course and program approval process, refer to BP/AP 4400 Community Education Programs.

Reference: Title 5 Section §55100

Approved: 12/13/16
Reviewed: 04/16/24