

California Community Colleges Chancellor's Office



Annual Credit Course Certification

By signing this form, the Chief Instruction Officer (CIO) acknowledges and certifies that:

- credit courses that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate in accordance with the current CCCCO Program and Course Approval Handbook (PCAH);
- course hours and units are correct in accordance with CCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- opportunities for training are provided for college personnel regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) & (b)); and
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit.

This certification applies to the following credit courses:

1. New proposals to existing approved credit programs
2. Substantial change proposals
3. Stand-alone proposals
4. Nonsubstantial change proposals

Please note the Chancellor's Office will conduct periodic reviews of these proposals to monitor data integrity.

Email a PDF of this form to: curriculum@cccco.edu

or

Mail the original form to: California Community Colleges Chancellor's Office
Attn: Academic Affairs Division
1102 Q Street, Suite 4550
Sacramento, CA 95811

By signing this document, I certify as the Chief Instructional Officer that Monterey Peninsula College has completed this process. (College name)

Kiran Kamath
Chief Instructional Officer (Signature)

12-2-2016
Date

KIRAN KAMATH
Chief Instructional Officer (Print Name)

12-2-2016
Date

Gamble Madsen
Curriculum Chair (Signature)

12.2.2016
Date

Gamble Madsen
Curriculum Chair (Print Name)

12.2.2016
Date