

# California Community Colleges Chancellor's Office



## Annual Credit Course and Program Certification

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By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- course hours and units are correct in accordance with CCCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- 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;
- cooperative work experience courses that have local board approval;
- credit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCCO Program and Course Approval Handbook (PCAH);
- credit programs have the required attachments in accordance to the current CCCCCO PCAH; and
- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1)).

This certification applies to the following:

1. All credit courses
2. Modified credit programs with the exception of ADTs
3. New credit programs with a goal of local program with the exception of new CTE credit programs and Apprenticeship

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

**Email a PDF of this form to:** [curriculum@ccccco.edu](mailto:curriculum@ccccco.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



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Academic Senate Presidents  
Curriculum Chairs  
Academic Senate for California Community Colleges  
Curriculum Specialists

**FROM:** Alice Perez  
Vice Chancellor, Academic Affairs

**RE:** Annual Credit Course and Program Certification

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This memorandum provides information regarding the Annual Credit Course and Program Certification, which supports the curriculum streamlining process of all credit course proposals, modified credit programs, and local credit programs, with the exception of Associate Degrees for Transfer (ADTs) and new Career Technical Education credit programs. Periodic reviews of the locally approved and certified curriculum will be conducted by the Chancellor's Office to monitor compliance and data integrity.

Moving forward, the Chancellor's Office will require each college to submit one certification form signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair and to provide the local governing board policy that defines the standards for credit hour calculations. These documents will be due October of each year to the Chancellor's Office. A reminder of these requirements will be provided to the colleges September of each year.

The certification form and local governing board policy must be submitted to the Chancellor's Office no later than 5 pm on **October 16, 2018**, to the Chancellor's Office. If these documents are not received by the due date, a manual review of credit course and program proposal submissions will be conducted by the Chancellor's Office until both documents are received.

Throughout the academic year, colleges may request for a technical assistance team--comprised of an Academic Senate member, Chief Instructional Officer, and Chancellor's Office staff--to assist on any curriculum related matter. Please submit these requests to your point of contact at the Chancellor's Office.

Please contact Jackie Escajeda, Dean in Academic Affairs, at [jescajeda@cccco.edu](mailto:jescajeda@cccco.edu) or (916) 327-2066, should you have any questions or concerns.

Attachment: Annual Credit Course and Program Certification

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

Walter A. Tribley  
Chief Executive Officer (Signature)

9/24/18  
Date

Walter A. Tribley  
Chief Executive Officer ((Print Name)

Kiran Kamath  
Chief Instructional Officer (Signature)

9/24/18  
Date

KIRAN KAMATH.  
Chief Instructional Officer (Print Name)

[Signature]  
Academic Senate President (Signature)

9/25/18  
Date

HEATHER CRAIG  
Academic Senate President (Print Name)

Gamble Madsen  
Curriculum Chair (Signature)

9/25/18  
Date

Gamble Madsen  
Curriculum Chair Print Name)