

Title : Approved Credit Courses
Number :
Approved :
Reference :

6500.01
07/01/03

Courses offered for credit shall satisfy one or more of the purposes under Section 1 below, and shall meet all requirements set forth in Section 2 below.

A. Purpose. Credit courses shall satisfy one or more of the following purposes:

1. Qualify students for a community college certificate or degree.
2. Be acceptable for transfer to a regionally accredited public or private college or university.
3. Prepare students with skills to seek entry-level jobs in the field of specialization.
4. Improve the student's job skills or prepare the student for promotion in fields of employment.
5. Provide skills necessary for success in other college courses.
6. Meet other needs in the community through continuing education, lifelong learning, physical health and wellness.

B. Requirements. A credit course must satisfy each of the following criteria.

1. A formal course outline, which defines the objectives, content of the course, and pre-requisites for the course shall be on file and available for audit.
2. Student's performance shall be evaluated and a grade based on mastery of the objectives and content of the course shall be given.
3. Faculty teaching the course shall hold approved credentials to teach in the subject of the course.
4. The credits awarded for completion of the course shall be based upon the effort required of, and the competencies to be gained by the students in accordance with policies adopted by the District Governing Board.
5. Before enrollment in the course, students shall have achieved prerequisite competencies defined in the syllabus or course outline.
6. The course shall have been developed using the District's formal curriculum review procedure that shall include at least the following features:
 - a. The course shall have been reviewed by the Planning and Steering Committee and recommended by the college administration.
 - b. The course shall have been reviewed and approved by the District Governing Board as adhering to the standards set forth above.
7. The course shall have an evaluation component. The results of these evaluations shall be used for purposes of formative and summative evaluation by the institution.

