

California Community Colleges  
Chancellor's Office  
1102 Q Street  
Sacramento, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



**DATE:** November 1, 2016  
**TO:** Chief Instructional Officers  
**FROM:** Pamela D. Walker  
Vice Chancellor, Education Services  
**SUBJECT:** **Credit Course Certification**

AA 16-27  
**VIA E-MAIL**

This memorandum provided information regarding the policy change to implement an expedited process of all credit course proposals requesting the colleges to attach a certification form to each of these proposals.

Moving forward, the Chancellor's Office will only require one certification form signed by Chief Instructional Officers (CIOs) to be submitted annually to the Chancellor's Office. The certification form will be due on July 31 of each year. The Chancellor's Office will send out a reminder of the renewal of the annual certification form in May of each year. Periodic reviews of these proposal types will be conducted by the Chancellor's Office in order to monitor data integrity.

The Chancellor's Office requests each CIO to sign and submit the attached certification form no later than 5 pm on **December 16, 2016**. If the certification is not received by the due date, college credit course proposal submissions will continue to be reviewed by the Chancellor's Office until the certification is received.

Please contact Jackie Escajeda at [jescajeda@ccco.edu](mailto:jescajeda@ccco.edu) or 327-2066, should you have any questions or concerns.

Attachment: Annual Credit Course Certification

cc: Academic Senate for California Community Colleges  
California Community Colleges Curriculum Committee  
AAD Staff

# 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 CCCCCO Program and Course Approval Handbook (PCAH);
- 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;
- 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](mailto: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 Cañada College  
has completed this process. (College name)

  
Chief Instructional Officer (Signature)

**Gregory Anderson**

Chief Instructional Officer (Print Name)

  
Curriculum Chair (Signature)

**Danielle Behonick**

Curriculum Chair (Print Name)

2 NOV 2016  
Date

2 NOV 2016  
Date

11/3/16  
Date

11/3/16  
Date