COLLEGE OF THE SISKIYOUS
Stand Alone Course Screening Sheet

Course ID: ___________  Course Name: __________________________

Local Approval and Chancellor's Office Approval
Education Code Section 70901(b)(10) requires that the Board of Governors "Review and approve all educational programs offered by community college districts, and all courses that are not offered as part of an educational program approved by the board of governors" (emphasis added). In Title 5, Section 55100, the Board of Governors has delegated this approval responsibility to the Chancellor:

A program is considered "approved by the Chancellor's Office" when it is listed as approved, and appears with a valid unique identifying code, on the Chancellor's Office Inventory of Approved and Projected Programs. The approved status of any program may be verified on the World Wide Web at: http://misweb.cccco.edu/esed/webproginv/prod/invmenu.htm

Courses that do not require Stand-alone Approval:
 ___ The course is part of an approved program because it is a required course or it is on a list of restricted electives, specified by course title or number, from which students are required to choose to achieve a degree or certificate in a program approved by the Chancellor's Office. (See “Courses Part of an Approved Program for more details).

Courses that do require Stand-alone Approval:
 ___ Is the course NDA – Non-Degree Applicable? Non-Degree Applicable courses, by definition are not part of an approved program and require stand-alone approval.

Courses that may require Stand-alone Approval:
 ___ Is the course part of a certificate requiring fewer than 18 semester units? Low unit certificates are not approved programs and courses within these programs require stand-alone approval unless one of the other criteria below is met.

If the above box indicates that a course may require stand-alone approval, use the following criteria to determine if the course qualifies for an exemption from the stand-alone approval process:

 ___ This is a non-vocational course fullfills a major requirement or general education requirement at any CSU or UC. (See “Blanket Approval of Certain Stand-alone Courses item #1 for more details).

 ___ This is a vocational course in a program with fewer than 12 semester units of stand-alone coursework within the same TOPS code. (See “Blanket Approval of Certain Stand-alone Courses item #2 for more details).

 ___ This is a cooperative work experience course that is part of the College’s Cooperative Work Experience Education program. (See “Blanket Approval of Certain Stand-alone Courses item #3 for more details).

 ___ This is an experimental, special topics, or special studies course in which feasibility or need cannot be determined until the course is actually offered on a trial basis. Note: courses may only be offered for one year under this experimental clause. (See “Blanket Approval of Certain Stand-alone Courses item #4 for more details).

 ___ This course is mandated for public safety training in the areas of Police and Fire services, and is less than 18 units. (See “Blanket Approval of Certain Stand-alone Courses item #5 for more details).

If this screening sheet indicates that this is a Stand-alone course, please complete a Stand-alone course application and submit it to the Curriculum Committee Secretary.
Title 5 Regulations Related To Stand Alone Courses

Courses Part of an Approved Program
Pursuant to Title 5 Section 55100, the governing board of a community college district may establish policies for, and may approve, courses that are part of an approved program, without separate approval by the Chancellor's Office. However, local approval of courses must include review by the curriculum committee established according to Title 5 Section 55002. The curriculum committee and the governing board should determine that the course meets the standards of Sections 55002, 55002.5, 55182, 55805.5 and all other applicable provisions of Title 5. In addition, all courses should be appropriate to the mission of the community college system, as defined in Education Code Section 66010.4 (see p. 15).

Blanket Approval of Certain Stand-alone Courses
When a course is not part of an approved program as defined above, it is referred to as a "stand-alone course." By law, stand-alone courses are subject to Chancellor's Office approval. However, the Chancellor's Office has determined that, under limited circumstances, review of each individual stand-alone course is not necessary to ensure reasonable State accountability. Therefore, blanket approval is provided in these circumstances.

The Chancellor's Office hereby waives individual approval of new stand-alone courses in the following categories only, and authorizes all colleges in the system to add such courses without individual course approval:

1. Courses which are accepted for major requirements or general education requirements at any California State University or University of California campus. Courses that are only transferable for elective credit are not included in this blanket approval. When a new community college course has been identified as similar to a specific course offered for general education or major purposes at a CSU or UC campus, and the community college curriculum committee has applied for the course to be accepted for general education or major purposes at CSU or UC, or for the Intersegmental General Education Transfer Curriculum (IGETC), the community college shall automatically be entitled to offer the course for a period of no more than fifteen months from the date of approval by the curriculum committee, without separate course approval from the Chancellor's Office, while the course is evaluated by CSU or UC for articulation. After that period, if the course is accepted by CSU or UC, or for IGETC, it is authorized under the permanent blanket approval for such courses. If it is not accepted by CSU or UC, the course may not continue to be offered except with individual stand-alone approval from the Chancellor's Office. This automatic limited-duration approval applies only to courses that have been identified as similar to courses offered for general education or major purposes at CSU or UC. Other stand-alone courses, even if intended for general education or major purposes, must either actually be accepted by CSU or UC, or be individually approved by the Chancellor's Office, before they are offered (unless one of the other blanket approval categories applies).

2. Courses in vocational T.O.P. codes, when the college has fewer than 12 semester units or 18 quarter units of stand-alone coursework in the same T.O.P. code. When the number of units of stand-alone coursework offered in a single vocational T.O.P. code reaches or exceeds 12 semester units or 18 quarter units, all stand-alone courses in that T.O.P. code must be submitted for approval to the Chancellor's Office. (If the college has courses in the same T.O.P. code that are part of an approved program, those courses are not counted for this rule.)

3. Cooperative work experience courses (both occupational work experience and general work experience), provided that the district operates its work experience program in accordance with its cooperative work experience plan, as approved by the Chancellor's Office. (See "Cooperative Work Experience Education," p. 51.)

4. Experimental courses, special topics courses, and special study courses. These courses may be offered without individual Chancellor's Office approval, provided that a course outline of record for the category is on file locally, all regular local curriculum approval processes are followed, and the categories are used for the purposes intended. In general, an experimental course is one for which full information on some approval criterion, such as feasibility or need, cannot be determined until the course is actually offered on a trial basis. An experimental course should generally be submitted for approval as a regular course, or discontinued, within one year. A special topics course is one which employs a consistent disciplinary framework, but for which the specific focus may change from term to term. An example is a special topics literature course in which the focus is on a different author each term. If a particular topic is offered regularly, it should be approved as a separate course. A special study course is one that involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses, pursuant to an agreement among the college, faculty member, and student(s).

5. Mandated public safety training courses, offered specifically to satisfy certification requirements of the California Commission on Peace Officers Standards and Training, or the California Fire Service Training and Education System, provided such courses are conducted according to the curricula and standards approved and disseminated by those agencies. While this blanket approval shall apply to stand-alone courses of this type, the establishment of a public safety training academy requiring a sequence of coursework totaling 18 semester or 27 quarter units or more shall continue to be considered establishment of an occupational program, subject to Chancellor's Office program approval.

Courses that are part of a program that has been disapproved by the Chancellor's Office are not included in the blanket approval, even if they otherwise fit one of the above criteria. Such courses may be submitted for consideration of individual stand-alone approval.

The curriculum committee should review each new course to see that it meets the standards of Title 5 regulations, and should also determine whether the course falls into one of the blanket approval categories. If it does not, or if it is part of a program that has been disapproved by the Chancellor's Office, it must be submitted individually to the Chancellor's Office for approval before being offered.

The Chancellor's Office may from time to time review a sample of stand-alone courses added to the curriculum under the conditions of this blanket approval. If unusual problems are found, the Chancellor's Office may cancel this authorization with respect to an individual college.