

Credit Course Nonsubstantial Change Certification

By submitting a Credit Course Nonsubstantial Change proposal into the Chancellor's Office Curriculum Inventory System, _____ College;

(Please check all boxes below)

- Certifies this is a Credit Course Nonsubstantial Change Proposal in accordance to the current Chancellor's Office Program and Course Approval Handbook.
- Certifies the course hours and units are correct in accordance to Chancellor's Office Course Calculations.
- Has attached the correct and current Course Outline of Record as recommended by the college and/or district curriculum committee and approved by the District Governing Board (CCR, §55002(a)(1) & (b)).

Enter the Course Control Number (Data Element Dictionary Element CB00) assigned by and reported to the Chancellor's Office MIS division for each course in which a Nonsubstantial change action is being taken. Add additional rows as needed and number accordingly.

CB00 Course Control Number	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

I certify as the Chief Instructional Officer that _____ (college name) has completed this process by signing this document.

Chief Instructional Officer Signature

Date

Chief Instructional Officer Print Name

Scan and attach this document to each Nonsubstantial change proposal for each credit course resubmitted as a part of this certification process. This form can be used for multiple courses but must be attached to each proposal submission.