

## 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.

	<b>CB00 Course Control Number</b>
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.