TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate Presidents
Curriculum Chairs
Academic Senate for Community Colleges
Curriculum Specialists

FROM: Raul Arambula, Dean of Academic Affairs

RE: Annual Curriculum Approval Certification

Background

This memorandum provides information regarding the Annual Curriculum Approval Certification. The annual certification includes all credit and noncredit course proposals, modified credit programs, Career Technical Education (CTE) credit programs that are C-ID aligned, and local credit programs. Programs not included in the annual certification and streamlined approval process include the associate degrees for Transfer (ADTs), noncredit Career Development and College Preparation (CDCP) certificates in the short-term vocational instructional domain, and new Career Technical Education credit programs that are not C-ID aligned.

Guidelines

The Chancellor's Office Curriculum Inventory (COCI) system has yet to be updated to accommodate automatic approval for local programs and non-credit programs authorized under title 5 55130 and 55150 for streamlined and auto-approval. Therefore, Chancellor's Office staff will manually approve affected programs, which may result in an approval timeframe of one to two business days. Periodic reviews of the locally approved and certified curriculum will be conducted by the Chancellor's Office to monitor compliance and data integrity.

Requested Actions

The Chancellor's Office requires each college to submit: (1) an annual certification form (signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair) and, (2) one PDF copy of the local governing board policy that defines the standards for credit hour calculations. The signed certification form and local governing board policy documentation are to be submitted to the Chancellor's Office annually during the month of October.

Chancellor's Office, Educational Services and Support Division
1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | www.cccco.edu

A11Y 9/29/25

Each academic year, during the month of September, the Chancellor's Office will release an annual certification reminder to colleges. For the 2025-26 academic year, the certification form and local governing board policy must be submitted to the Chancellor's Office no later than 5 p.m. on Nov. 21, 2025. Colleges that do not submit the required certification documents by the due date are out of compliance with auto-approval requirements, and thus, affected credit and noncredit course and program proposal submissions will be manually reviewed by the Chancellor's Office. The manual review process will remain in effect until the signed certification form, and the local governing board policy documentation are received by Chancellor's Office.

Contact

Please contact Raul Arambula, Dean in Academic Affairs, at RArambula@CCCCO.edu or (916) 322-1440, should you have any questions. Email a PDF of the annual certification form and a copy of the local governing board policy that defines the standards for credit hour calculations to David Garcia at DGarcia@CCCCO.edu.

Attachment: Annual Curriculum Approval Certification Form

cc: Sonya Christian, Chancellor
     Rowena M. Tomaneng, Deputy Chancellor
     James Todd, Vice Chancellor of Academic Affairs

By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- course hours and units are correct in accordance with CCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- 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;
- credit cooperative work experience plan has local board approval and is on file;
- credit and noncredit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCO Program and Course Approval Handbook (PCAH);
- credit and noncredit programs have the required attachments in accordance with the current CCCCO PCAH; and
- mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance with title 5 §55002.

This certification applies to the following:

1. **Courses**
   a. Credit - all credit courses
   b. Noncredit - all noncredit courses

2. **Programs**
   a. Credit
      i. Modified credit programs (excluding ADTs)
      ii. New credit programs with a Program Goal of "Local"
      iii. Credit CTE C-ID aligned programs (The following documents must be contained in submission: model curriculum templates, LMI, regional consortium recommendations) with the exception of new CTE credit programs that are not C-ID aligned and Apprenticeship
   b. Noncredit
      i. All noncredit programs

The annual certification is **not applicable** to the curriculum listed below:

1. Certificate Programs

   a. Credit: CTE not C-ID aligned
   b. noncredit: Career Development and College Preparation (CDCP) certificate programs in the instructional domain of Short-term Vocational (Education Code statute §84760.5 (a)(3) requires approval of short-term vocational programs by the Chancellor's Office and thus is excluded from local and automatic approval)

2. Degrees

      i.   Associate degree for Transfer (AD-T)

    ii.   Baccalaureate Degrees

Email a PDF of the annual certification form and a copy of the local governing board policy that defines the standards for credit hour calculations to David Garcia at DGarcia@CCCCO.edu.

Annual Curriculum Approval Certification Form
All forms are required.

By signing this document, I certify as the Chief Instructional Officer that

has completed this process.

(College Name)

Chief Executive Officer Name *(Print Name)*	*(Signature)*	Date
Chief Instructional Officer *(Print Name)*	*(Signature)*	Date
Academic Senate President *(Print Name)*	*(Signature)*	Date
Curriculum Chair *(Print Name)*	*(Signature)*	Date