## Proposal - New Credit Non Degree Applicable Course

<table>
<thead>
<tr>
<th>Course Identifier (prefix &amp; number/letter):</th>
<th>Implementation date (term, year):</th>
</tr>
</thead>
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<thead>
<tr>
<th>Category (check one box):</th>
<th>Permanent</th>
<th>Umbrella</th>
<th>Topical</th>
<th>Limited</th>
<th>Experimental</th>
</tr>
</thead>
</table>
| Notes                      | 1. Proposals approved with Curriculum Committee stipulations will not be entered into Banner until all stipulations are cleared (call x3301).  
2. Prerequisites and/or Corequisites will not be enforced until approved separately by the Curriculum Committee (call x3751). |

### Course Content Overlap Sign-off (Non-proposal department chair(s) sign as needed)

<table>
<thead>
<tr>
<th>Department</th>
<th>Chair initials</th>
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### Standards and Criteria - Title 5 Section 55002(b) Credit Non Degree Applicable Course

Using the (proposed) official course outline of record, please verify that this course meets, at a minimum, the standards and criteria listed below, as required by Title 5.

1. The outline shall specify the unit value, scope, outcomes, and content in items of a specific body of knowledge, skill practice or required reading and writing assignments, and other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students.

2. The major learning outcomes are the same for all students in the course.

3. Measurement of student performance is in terms of the outcomes and results in a formal recorded grade in accordance with Title V, Section 55750. Grades are permanently recorded and are based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the instructor deems them to be appropriate, problem exercises or skills demonstrated by students.

4. The course grants units of credit based upon a relationship between the number of units assigned to the course and the number of lecture and or laboratory hours or performance criteria specified in the course outline; and requires a minimum of three hours of work per week including class time for each unit of credit, prorated for short term, lab and activity courses.

5. The course treats subject matter with a scope and intensity which prepares students to study or practice independently outside of class time consistent with item 4 above.

6. The course requires, when the department recommends and the curriculum committee approves, entrance skills and consequent prerequisites for the course before students are enrolled.

7. The course allows repeated enrollment only as permitted by provisions of Division 2 (commencing with Section 51000), Sections 55761 - 55763, and 58161.

### Signatures

<table>
<thead>
<tr>
<th>Department Chair:</th>
<th>School/Division Dean:</th>
<th>Curriculum Chair (upon Committee approval):</th>
</tr>
</thead>
</table>

### Submission Instructions

Prepare 32 collated and stapled copies of:

1) this form and  
2) the proposed course outline (the first/top copy must be an original signatures copy).

Submit to the Curriculum Office (C308E).

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**Curriculum Office / Office of Instruction (use only)**

Technical review: Date: ____/____/____, By: Dean ____________, Dean of Curriculum, CC Chair, CC Member ____________

Submission Date: _________ Agenda Number: _________ Banner/Catalog Entry Date: _________