

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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October 14, 2009

Christopher O'Hearn
Deputy Sup/Exec VP, Instruction
Victor Valley College
18422 Bear Valley Rd.
Victorville, CA 92392-5849

INSTRUCTION OFFICE

OCT 16 2009

RECEIVED

SUBJECT: Certification for Local Approval of Credit Courses

Dear Dr. O'Hearn:

California Education Code (CEC) and Title 5 §55100 permit community college districts to approve, without prior approval by the Chancellor of the California Community Colleges, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program (commonly known as "**stand-alone**" courses). This regulation requires that:

- The college curriculum committee and all other persons who will be involved in the curriculum approval process have completed training on course approval.
- The district will submit certification that all faculty and staff involved in the curriculum approval process have completed training.

Congratulations! Victor Valley College is certified to approve stand-alone credit courses in the 2009-2010 academic year.

The process for reporting approved courses is facilitated through the MIS or IT staff at your college or district. For information, please refer to the instructions in the Program and Course Approval Handbook, 3rd Edition on page 91.

Sincerely,

A handwritten signature in cursive script that reads "S. Low".

Stephanie Low, Acting Dean
Academic Affairs Division
California Community Colleges, Chancellor's Office