5. Approval by the State Chancellor's Office

Credit COR's are automatically approved by the Chancellor's Office the day after they submitted to the COCI. Noncredit COR's are reviewed by the Chancellor's Office for approval, and currently the process could take up to one year. Currently credit and noncredit programs are reviewed by the Chancellor's Office for approval and may take months to years (noncredit) for approval. The Chancellor's Office is working to make this process faster.

6. Approval for UC Transfer, C-ID Articulation, CSU GE-Breadth, and/or IGETC Patterns

Course proposals requesting UC Transfer, or to be a part of the CSU GE-Breadth or IGETC patterns are submitted by the Articulation Officer using Assist. Currently CSU-GE Breadth and IGETC requests are due by mid-December, with the results usually posted by mid-April of the following year. UC Transfer requests are due by the end of June, with results usually ready by the following August. IGETC requests can only be submitted after a course has been approved for UC Transfer, so the process may take up to two years to occur. Requests for articulation to C-ID Course Descriptors (similar to a COR) are submitted by the Articulation Officer using C-ID.net.

E. COURSE OUTLINES OF RECORD (COR)

1. Required Elements of a COR per Title 5 §5Req5002

a) Course Descriptor

Course descriptors abbreviations of departments or programs, are limited to three or four letters. Along with the Course Number, they identify courses both within the college and at the Chancellor's Office.

b) Course Number

Course numbers are limited to four characters, and except for activity courses, should follow the following guidelines:

- Courses numbered 1-99 are baccalaureate level and generally transferable
- Courses numbered 100-299 are not degree applicable and not transferable
- 29 Independent Study
- 100-149 Basic Skills
- 200-299 Noncredit

c) Full Course Title

The full course title should describe the course and make it easy to identify for students and faculty.

d) Unit Value

Only credit COR's require units, and units come multiples of 0.5. Unit categories used at LPC are:

- Lecture
- Lab
- Work Experience

Noncredit courses require hours only, and faculty are required to list the total number of Lecture and Lab hours for the semester. For "mirrored" noncredit, the number of hours for Lecture and Lab must match the credit mirrored course.

e) The Expected Required Number of Contact Hours

Units for credit hours are based upon three academic (50-minute) hours per week per unit, which equates to 54 hours a semester, for the following:

- Lecture: One inside-of-class hour, and two outside-of-class hours
- Lab: Three inside-of-class hours, and no outside-of-class hours.

There is also a No Unit Value Lab, which is one hour a week in class (18 hours per semester), but is not a part of the units assigned to the class. This can only be added to classes that do not already have any other Lab units.

Cooperative Work Experience units are based upon the number academic hours a student does outside of the class working:

- Paid Work Experience – one unit requires 75 hours of work per semester
- Unpaid Work Experience – one unit requires 60 hours of work per semester

A Noncredit hour is 60 minutes, and there is no minimum or maximum number required per week.

f) Requisites

The types of advisory requisites possibly limiting enrollment in a course are as follows:

- Prerequisite – course must be taken and passed with a minimum of a C (or higher if stated) before enrolling in the current course
- Corequisite – course must be taken simultaneously
- Strongly recommended – course is recommended to be taken before enrolling the in the current course, but not a required, and will not limit enrollment in the course
- Other – some courses may require something other than a course as a prerequisite

Title 5 indicates that prerequisites and corequisites should automatically be approved if the presenter shows the following:

- A transfer institution requires the prerequisite or corequisite for a similar course at their