

**FOOTHILL COLLEGE**  
**College Curriculum Committee**  
**Stand Alone Course Procedure**

Background

If a Foothill credit course is **not** part of a state-approved associate's degree, certificate of achievement, or the Foothill College GE pattern, it is considered by the Chancellor's Office to be a Stand Alone course. Per Title 5, local curriculum committees must review and approve proposed Stand Alone courses to ensure that they are consistent with credit course standards (§55002), the community college mission, and that there is sufficient need and resources for the course.

Procedure

Stand Alone approval is required only if a course falls into either of two categories:

- The course will be **permanently** Stand Alone; there are no plans to add it to a state- approved degree or certificate of achievement, nor to the Foothill GE pattern.
- The course will be Stand Alone **temporarily**, and it will be incorporated into a new degree or certificate of achievement that is not yet approved by the state Chancellor's office.

To request Stand Alone approval, please complete the Stand Alone section of the Course Outline of Record form in CourseLeaf. For more information, please refer to the instructions within CourseLeaf or contact your division's Curriculum Reps.