

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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## **AR 4102 Career Education Programs**

### **Reference(s):**

- Title 5 Sections 55600 et seq.
- 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition)
- 34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
- ACCJC Accreditation Standard II.A.14

Career Education Programs are a sequence of courses that prepares students with the knowledge and skills that leads to entry level employment. The Governing Board shall approve all programs identified within this category based on the recommendation of the Curriculum and Instruction Council.

Each Career Education Program shall have an advisory committee comprised of members from business and industry and other members such as student graduates, and current students. The advisory committee shall meet at a minimum of one time each academic year. The role of the business/industry advisory committee shall be to ensure that students receive the knowledge and skills necessary to enter a specific field of employment. All committee rosters, agendas, and meeting minutes are retained on file in the office of the appropriate dean.

Biannual program reviews are completed for all career education programs. Program review documents the viability of programs in relation to the local labor market and job availability and shall follow the same procedures for program review established by the college. Ensuring completion of career education program review is the responsibility of the appropriate dean.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chancellor will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students on its website.

The Chancellor shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

**Adopted: September 17, 2018**