Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 4
Academic Affairs

AR 4022 Course Approval

Reference(s):
Title 5 Section 55100 and 55150

Course approval procedures for the colleges are outlined in the Curriculum and Instruction Handbook.

Credit Courses
Procedures for submitting for Board approval of individual degree-applicable credit courses, offered as part of an educational program approved by the California Community Colleges Chancellor's Office.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:

- These courses must be approved by the curriculum committee.
- The individuals on the curriculum committee must have received Title 5 Section 55100 training regarding the rules, regulations, and local policies applicable to the approval of credit and noncredit courses.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.
- Students may only count a limited amount of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree.
- The regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.
- All courses approved must be reported to the California Community Colleges Chancellor's Office.

Noncredit Courses
Districts may approve noncredit courses pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook. Procedures for course approval of a noncredit course must address at least the following:

- The curriculum committee and District governing board have approved each noncredit course pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.

- The District promptly reported all noncredit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.
- District personnel involved in the noncredit course approval process, including curriculum committee members, received training regarding the rules, regulations, and local policies applicable to the approval of noncredit courses, including but not limited to, the provisions of Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- The District governing board has established local policies or procedures specifying attendance counting consistent with Education Coe Sections 84030 et seq.
- Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District has complied with the requirements of Title 5 Section 55150 relating to the approval of noncredit courses.

Adopted: **September 17, 2018**
Revised: **November 2, 2026**