

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

---

## **AR 4022 Course Approval**

**Reference(s):**

Title 5 Section 55100

Course approval procedures for the colleges are outlined in the Curriculum and Instruction Handbook. Procedures shall include the following:

- Procedures for submitting for Board approval of individual degree-applicable credit and noncredit Career Development and College Preparation courses, offered as part of an educational program approved by the State 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 State 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 State Chancellor's Office.

**Adopted: September 17, 2018**