

ADMINISTRATIVE REGULATION

4022

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

COURSE APPROVAL (STAND-ALONE CREDIT AND NONCREDIT COURSES)

I. DEFINITION

When a course is not classified as program applicable as defined in the *Program and Course Approval Handbook* (PCAH), it is referred to as a “stand-alone course.” Stand-alone courses also refer to:

- A. Credit courses that are required for a certificate of fewer than 16 semester units that have not been approved and chaptered by the State Chancellor’s Office as a Certificate of Achievement.
- B. Noncredit courses that are not part of a sequence of courses or programs that result in a certificate of completion or a certificate of competency.

II. PROCESS

When submitting for Board of Trustees’ approval of stand-alone credit or noncredit courses, the course must:

- A. Be approved by the college’s curriculum committee following the procedures described in Board Policy 4020 – *Curriculum*.
- B. Address the reasons for denial by the State Chancellor’s Office, if the course was previously denied separate approval by the State Chancellor’s Office.
- C. Be reported to the State Chancellor’s Office for chaptering and to receive a control number prior to being offered and claimed for apportionment.
- D. Contain all required elements and adhere to the same standards for the *Course Outline of Record* (COR) as other credit or noncredit courses.

Reference:

Title 5, Sections 55100 and 55150

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