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 8 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's 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 and Program Development.*

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.

References:
Title 5, Sections 55100 and 55150