



AP 4020 Program and Curriculum Development

References:

Title ~~V~~ 5 Sections 51021, 55000 et seq., and 55100 et seq.;

Accreditation Standards II.A.;

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;

34 Code of Federal Regulations ~~Sections Part 600.2, 602.24, 603.24, and 668.8;~~
~~ACCJC Accreditation Standards II.A and II.A.9~~

Procedures for course and program development, review, approval, and evaluation processes; designated responsibility and authority for development, review, and approval of courses; time lines for the process, required forms, and publication of curriculum changes; and the criteria and standards for all program and curriculum development can be found in the Academic Policies and Procedures Committee “Standards & Practice Handbook,” available on the AVC [Intranet website](#).

The District shall provide annual certification to the California Community Colleges Chancellor’s Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of forty-eight (48) semester hours of total student work, which may include inside and/or outside-of-class hours. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two (2) hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Also see BP 4020 Program, Curriculum, and Course Development; AP 4021 Program



Discontinuance; AP 4022 Course Approval; and AP 4105 Distance Education.

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