



BP 4020 Program, Curriculum, and Course Development

References:

Education Code Sections 70901 **subdivision** (b), 70902 **subdivision** (b) **and** 78016;
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, **and** 55150;
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 Parts** 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510 **Participation in Local Decision-Making**, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training persons involved in aspects of curriculum development; and
- consideration of job market and other related information for **vocational and occupational career and technical education** programs.

All new courses and programs, including program deletions, shall be approved by the Board **of Trustees**.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board **of Trustees**. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board **of Trustees**.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.



The Superintendent/President ~~will~~ shall establish procedures which prescribe the definition of “credit hour” consistent with Title 5 and applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish a procedure to ensure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

The Superintendent/President shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

~~See Administrative Procedures #4020 and #4021~~ Also see AP 4020 Program and Curriculum Development, AP 4021 Program Discontinuance, and AP 4022 Course Approval.

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