

AP 4020 Program, Curriculum, and Course Development

Reference: ***Title 5 Sections 51021, 55000 et seq., ~~55002.5~~, and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
ACCJC Standard 2; and
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***

Date Issued: June 13, 2012

Updated: ~~February 15, 2022~~

NOTE: *The following procedure is **legally required**. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated, and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:*

The Chancellor shall, in keeping with Board Policy 2510, establish procedures for Program and Curriculum Development at each college. These procedures shall address:

- Initiation, review, approval, and evaluation processes and related criteria
- Designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- Time lines and limits for the process
- Publication of changes and maintenance of records
- Use of a range of delivery systems and modes of instruction

The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction from the perspectives of persons from historically marginalized groups in the topic.

[The following is optional language: The District shall develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.]

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 48 semester hours of total student work or 33 quarter hours of total student work, which may include hours inside ~~and/or~~ outside-of-class ~~hours~~. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative w/Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 Section ~~55256.5~~ 55253. Direct assessment competency-based education modules shall adhere to the formula for credit hour calculations identified in Title 5 Section 55270.12. Credit for clock hour designed programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

NOTE: The following language is legally required. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:

- credit hour calculation method for all academic activities;
- expected ratios of in-class to outside-of-class hours for each type of academic activity;
- standards for incremental award of credit;
- standard term length; and
- provisions for monitoring compliance with state and federal regulations related to credit hour calculations

The District shall assess credit hours as follows:

Instructional Category	In-Class Hours	Outside-of-Class Hours
Lecture (Lecture, Discussion, Seminar, & Related Work)	1	2
Laboratory (Traditional Lab, Natural Science Lab, Clinical, & Similar)	3	0
Work Experience	1 Unit of semester credit shall equal 75 paid hours work experience. OR 1 unit of semester credit shall equal 60 non-paid hours work experience. (55256.5 - 55253 Work Experience Credit)	

To determine the Units of Credit for a course, the District will utilize the formula:
 (Total Contact hours + Outside-of-Class Hours) / Hours-per-unit Divisor = Units of Credit.

The term length multiplier for the District is ~~17.5~~ 17. Full-length spring and fall semester classes use an hours-per-unit Divisor ~~ranging from 48 to of~~ 54; Short-term, Positive Attendance, and extended-term classes use an Hours-per-unit Divisor ranging from 48 to 54 in accordance with Title 5.

The Course Outline of Record (COR) shall indicate the In-Class Course, Outside-of-Class Hours, and the Total Student Learning Hours.

The District awards credit in increments of 0.5 and the minimum credits allowed for a course is 0.5. For example, a course may be 2.5 units, but no course can be less than 0.5 units in total. When increments are utilized, the College cannot award credits unless the total student learning hours have reached the minimum threshold for that number of units. If application of the aforementioned formula resulted in 3.33 units of credit, the highest number of units the College would award for the course is 3.0. In order to reach 3.5 units, the College would need to adjust the hours for the course.

NOTE: The following language is legally required in an effort to show good faith compliance with the applicable federal regulations

For ~~Title IV~~ purposes ~~and 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 hours of out of class student work each week for approximately 15 weeks for one semester, 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

Additional assessment and completion of special forms may be required for enrollment in certain District programs.

~~Students shall be classified at the time of registration as a resident or non-resident student. Resident classification shall be accordance with California Code of Regulations and shall be published in each college's catalog.~~

~~The Governing Board shall provide procedures that allow for admission of special full-time or part-time students who may benefit from advanced scholastic or occupational work as set forth in Education Code Sections 48880 and 76000.~~

~~The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.~~