

CCLC Update #38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

## **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; Accreditation Standards II.A; 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: [Board Date]

Revised: November 13, 2018

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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 ~~on~~ from 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 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 work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designed programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

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 Work Experience Credit)	

To determine the Units of Credit for a course, the District will utilize the formula:

$$(\text{Total Contact hours} + \text{Outside-of-Class Hours}) / \text{Hours-per-unit Divisor} = \text{Units of Credit.}$$

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

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.<sup>[ML1]</sup>

For Title IV purposes and 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.