

## AP 4020 Program and Curriculum Development

### References:

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

34 Code of Federal Regulations Part 600.2;

ACCJC Accreditation Standard 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.

**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:*

- 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

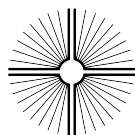
The District shall develop and offer programs and curricula in ethnic studies. [ *The following is **optional** language: The District shall develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the 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 or outside-of-class. [ **Select one of the following based on whether the district uses a semester or quarter system. For semester system:** A course requiring 96 hours or more total student work shall provide at least 2 units of credit. **For quarter system:** A course requiring 66 hours or more of total student work shall

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**POLICY & PROCEDURE SERVICE**

provide at least 2 units of credit. ] Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 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 designated 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

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

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 hours of out of class student work each week for approximately [ **15 weeks for one semester or trimester hour of credit** ], [ **or 10 to 12 weeks for one quarter 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.

**Revised 7/11, 11/14, 10/17, 4/21, 4/23, 10/23**

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