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**Board Policy**  
Chapter 4 – Academic Affairs

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**BP 4020 Program, Curriculum, and Course Development**

**References:**

Education Code Sections 70901 subdivision (b), 70902 subdivision (b) and 78016;  
~~California Code of Regulations~~, Title 5, Sections 51000, 51022, 55002.5, 55090 et seq., 55100, 55130, and 55150;  
U.S. Dept. 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 600.2, 602.24, 603.24, and 668.8;  
2024 ACCJC Accreditation Standards II.A and II.A.9 2

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 Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- ~~primary or joint reliance, as appropriate,~~ appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

The Board of Trustees encourages the District to 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 the perspectives of persons with low socioeconomic status in the topic.

All new programs and program discontinuances shall be approved by the Board of Trustees.

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



Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. 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.

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

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

The Chancellor shall also establish 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.

Also sSee AP 4020 Program and Curriculum Development, BP/AP 4021 Program Discontinuance, AP 4022 Course Approval, BP/AP 4100 Graduation Requirements for Degrees and Certificates, Administrative Procedure AP 4105 Distance Education and Correspondence Education, and BP/AP 4220 Standards of Scholarship.

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3/2/98<sub>1</sub> 12/4/17<sub>1</sub>

(Replaces former FHDA BP 6010)