

## INSTRUCTIONAL SERVICES

**BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT****References:**

Education Code Sections 70902(b) and 78016;  
Title 5 Sections 51022, 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.

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 Governing Board, relying primarily on the Faculty Senate, through the Curriculum Committee, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.

All new courses, programs, and course, and program deletions shall be approved by the Board.

All career/technical training programs and courses shall be reviewed every two years by the Board.

All new programs shall be submitted to the State 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 Governing 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 Governing 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.

**Date Adopted:** 6/10/2009; Rev: 11/08/2011  
(This is current Palomar College Policy 4020)

33 The Superintendent/President will rely primarily upon the recommendations of the  
34 Faculty Senate to establish procedures which prescribe the definition of “credit hour”  
35 consistent with applicable federal regulations, as they apply to community college  
36 districts.

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38 The Superintendent/President will rely primarily upon the recommendations of the  
39 Faculty Senate to establish procedures to assure that curriculum at the District complies  
40 with the definition of “credit hour” or “clock hour,” where applicable. The  
41 Superintendent/President shall also establish procedure for using a clock-to-credit hour  
42 conversion formula to determine whether a credit hour program is eligible for federal  
43 financial aid. The conversion formula is used to determine whether such a credit-hour  
44 program has an appropriate minimum number of clock hours of instruction for each  
45 credit hour it claims.