

**INSTRUCTIONAL SERVICES**

**AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

**References:**

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

ACCJC Accreditation Standard II.A;

34 Code of Federal Regulations Part 600.2;

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 Curriculum Committee shall be the preeminent body for the development, review, and recommendation of curricular policy to include philosophy and, goals, and strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate, and review the District curricula to encourage innovation and excellence in instruction. The Curriculum Committee shall report to the Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

As directed by the California Community Colleges Chancellor's Office, the District shall annually certify compliance related to the approval of credit courses and submit other certifications as becomes required.

The District is to promptly report all changes to course and program inventory approved by the District's Governing Board through the California Community Colleges Chancellor's Office Curriculum Inventory and Management Information Systems.

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 16 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, practical, studio work, and other academic work leading to the award of credit hours.

**Standards for 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.

The District hours-per-unit divisor = 54.

The District will not offer units in increments less than .5 units.

Short-term and extended term courses will have unit calculations prorated using the appropriate formula.

**Traditional learning hours ratios:**

<b>Category</b>	<b>In-Class</b>	<b>Outside-of-Class</b>
Lecture	1	2
Activity	2	1
Laboratory	3	0 (traditional lab, natural science lab, clinical, etc.)

**Standard Formula:**

One unit of credit requires a minimum of 48 total hours of student work, inclusive of all contact hours plus outside-of-class, or homework. Divide total student learning hours by the hours-per-unit divisor, round down to the nearest increment of credit awarded by the college.

**Cooperative Work Experience Formula:**

- Each 75 hours of paid work equals one semester unit of credit
- Each 60 hours of non-paid work equals one semester unit 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 designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

**Clock Hour Formula**

A program is considered to be a clock-hour program for purposes of the Title IV, Higher Education Act (HEA) program if a program is required to measure student progress in clock hours when:

- Receiving Federal or State approval or licensure to offer the program; or
- Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue.

Programs that meet this definition are required to use a federal formula for determining the appropriate awarding of credit that is outlined in 34 Code of Federal Regulations Section 668.8(l).

**Open Entry/Open Exit Formula**

One unit of credit is a minimum of 48 hours of total student work, regardless of the course format (similar to the Standard Formula).

Office of Primary Responsibility: Instructional Services