



Administrative Procedure
Chapter 4 – Instructional Services

AP 4020 Program, Curriculum, and Course Development

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
2024 ACCJC Accreditation Standard 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.

The District shall develop and offer programs and curricula in ethnic studies

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. The District will utilize appropriate software and data entry checks to validate credit hour calculations.

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.

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.

A course requiring 96 hours or more total student work shall 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.

- Units of credit for work experience education shall be calculated as follows:
 - Work experience education offered as a credit course: one semester unit of credit will be awarded for every 54 hours of work experience, or one quarter unit for every 33 hours of work experience, or the equivalent locally determined minimum threshold for awarding one unit of credit as codified in local board policy or procedure. Units of credit may be awarded in increments of .5 units; and
 - Work experience education integrated as a component of a course: units of credit will follow standards for credit hour calculations in section 55002.5 for all activity, lab, or other instructional course components. Units of credit for the work experience component shall be calculated according to the formula in subparagraph (1).
 - A maximum of fourteen semester credit hours or twenty-one quarter credit hours may be earned during one enrollment period in work experience education. Students may repeat a work experience education course subject to section 55040.

Direct assessment competency-based education modules shall adhere to the formula for credit hour calculations identified in Title 5 Section 55270.12.

- In adherence with the federal definition for credit hour in Title 34, Section 600.2, of the Code of Federal Regulations, a credit hour is an amount of student work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than the standard used for credit instruction.
- The determination of credit hours awarded for a competency-based education module is a curricular matter that includes consideration and review of the following:
 - (1) The level of learning;
 - (2) The types of educational activities;
 - (3) The formative assessments;
 - (4) The complexity and rigor of the summative assessment; and
 - (5) Alignment to existing credit courses.

Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

Standards for Incremental Award of Credit

The District hours-per-unit divisor = 54.

The standard District term length = 16 weeks.

The District's catalog hours are based on a term length of 18 weeks.

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.

Expected Learning Hours Ratios:

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

Standard Credit Hour 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.

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).

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 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.

Also see BP 4020 Program, Curriculum, and Course Development; BP/AP 4021 Program Development, Revitalization, and Discontinuance; BP 4022 Curricular Matters,

AP 4022 Course Approval, BP/AP 4025 Philosophy and Criteria for Associate Degree and GE, BP/AP 4100 Graduation Requirements for Degrees and Certificates, and BP/AP 4220 Standards of Scholarship.

Office of Primary Responsibility: Instructional Services

Approved: 5/5/09;

Revised: 10/18/11, 10/16/18, 11/12/24

(Replaces former Palomar BP 302 and all previous versions of AP 4020)