

**Academic Affairs****1 AP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM****2 References:**

3 Title 5, Sections 51021, 55000 et seq., and 55100 et seq.;  
4 34 Code of Regulations Part 600.2;  
5 ACCJC Accreditation Standard 2;  
6 U.S. Department of Education regulations on the Integrity of Federal Student  
7 Financial Aid Programs under Title IV of the Higher Education Act of 1965, as  
8 amended

9 The responsibility for development and improvement of curriculum rests with the faculty  
10 and department chairperson under the leadership of Instructional Deans and the Office  
11 of Academic Affairs

12 The formal work of curriculum development is performed by the Curriculum Committee,  
13 under the leadership of a faculty chair and the Vice President of Academic Affairs or  
14 designee.

15 Proposed new courses and educational programs must have approval of the Curriculum  
16 Committee, the Board of Trustees, and the State Chancellor's Office. In addition, career  
17 and technical education programs must have the recommendation of the Los Angeles  
18 Regional Consortium (LARC). Unless an exception is granted by the Office of Academic  
19 Affairs, all new courses and programs must be published in the College Catalog before  
20 they can be offered. Each course must have an approved course outline of record.

21 Recommendations for new courses and educational programs should be submitted  
22 through the Curriculum Management System (CMS). A proposal for a new course and/or  
23 new educational program originates with a faculty member or department chairperson  
24 and must be submitted to the Curriculum Committee through the CMS.

25 The following steps outline the procedure for adding new courses and educational  
26 programs to the curriculum.

- 27 • Completion of the course outline and supporting information by the person  
28 proposing the class
- 29 • Completion of the appropriate workflow to integrate the new course into an existing  
30 program, if necessary
- 31 • Signature of the Department Chair in the CMS
- 32 • Notification of other programs that may be affected by the addition of the new  
33 course
- 34 • Review by the Instructional Dean in the CMS
- 35 • Review by LARC, if a Career Technical Education (CTE) course

- Submission to the Curriculum Committee by established deadlines
- Approval by the Curriculum Committee
- Verification of any Curriculum Committee modifications by the Dean of Academic Affairs and Strategic Initiatives, who also ensures those changes are incorporated in college publications
- Approval by the Board of Trustees
- Approval by the State Chancellor's Office
- Publication in college catalog and schedule of classes

Courses offered as general education or in a distance education format shall have separate approval by the Curriculum Committee. All new programs and courses shall offer a variety of instructional modalities to meet the learning abilities of prospective students. The Curriculum Committee will evaluate these new and continuing courses to determine if they meet an identifiable need, are consistent with the College mission and goals, and are appropriately classified as transfer, degree applicable, credit but not degree applicable, or non-credit.

The District shall 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.

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 which may include inside and outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. The primary term length is 18 weeks in fall and spring. All courses are scheduled to assure that instructional hours exceed the minimum number of hours required by Title 5, section 55002.5.

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.

The standards for credit hour calculations are in accordance with title 5 Section 55002.5, 55002(a)(2)(B), and 55002(b)(2)(B). The units of credit shall be calculated by dividing the total of all student learning hours (lecture, lab, activity, clinical, outside-of-class hours, etc.) by 54 hours (hours-per-unit Divisor). The units of credit shall be expressed in 0.5 increments, and students are awarded the next increment of credit only when they pass the next minimum threshold.

74 The typical ratios of in-class to outside-of-class hours are below:

Instructional Category	Units of Credit	In-Class Total Hours	Outside-of-Class Total Hours	Total Student Hours
Lecture (Lecture, Discussion, Seminar, and related work)	1	18	36	54
Activity (Activity, Lab with Homework, Studio, and Similar)	1	36	18	54
Laboratory (Traditional Lab, Clinical, and Similar)	1	54	0	54

75 For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

76     • One hour of classroom or direct faculty instruction and a minimum of two hours of  
77     out of class student work each week for approximately 15 weeks for one semester,  
78     or the equivalent amount of work over a different amount of time; or  
79     • At least an equivalent amount of work as required in the paragraph above, of this  
80     definition for other academic activities as established by the institution including  
81     laboratory work, internships, practica, studio work, and other academic work  
82     leading to the award of credit hours.

83 Existing non-CTE courses shall be reviewed at least every six years by the faculty  
84 responsible for teaching the courses. CTE courses shall be reviewed every two years.  
85 Course outlines shall be reviewed by the department, and the revised course outline of  
86 record shall be submitted in the CMS using the appropriate workflow and approved by  
87 the Instructional Dean. If the faculty member(s) wishes to change the course title,  
88 number, name, description, class hours, units, prerequisites, co-requisites,  
89 recommendations, or make substantial changes to the content, objectives, or methods of  
90 delivery, the changes must be submitted to the Curriculum Committee for approval.

91 Course deletions and reinstatements must be presented to the Curriculum Committee for  
92 approval. All departments are responsible for keeping curriculum updated on the regular  
93 curriculum currency review cycle of six years for non-CTE courses and programs and two  
94 years for CTE courses and programs. If curriculum is not updated within the two- or six-  
95 year timeframe, it will be removed from the college catalog.

96 Using the content review or content validation process, existing courses containing  
97 prerequisites, co-requisites, or recommendations shall be reviewed by faculty every six  
98 years for continuing appropriateness. Any changes must be presented to the Curriculum  
99 Committee for approval.

100 The Curriculum Committee shall publish its calendar of meetings for the year and  
101 disseminate it to all divisions and offices involved in the curricular process.

102 The Office of Academic Affairs shall maintain records of all Curriculum Committee  
103 meetings. Approved courses and programs will be published in the next College Catalog  
104 and schedule of classes after the entire process for approval has been completed.

105 Outlines for courses at Cerritos College shall be maintained by the Office of Academic  
106 Affairs.

107 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved:** August 20, 2007

**Dates Revised:** October 24, 2011; December 10, 2018; January 27, 2025

**Date Reviewed:** January 16, 2019