

**Academic Affairs**

**1 BP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM**

**2 References:**

- 3 Education Code, Sections 70902(b) and 78016;
- 4 Title 5, Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;
- 5 U.S. Department of Education regulations on the Integrity of Federal Student
- 6 Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
- 7 amended;
- 8 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
- 9 ACCJC Accreditation Standards II.A and II.A.9

10 The governing board has ultimate responsibility for educational quality, legal matters, and  
11 financial integrity.

12 The instructional programs and curricula of the District shall be of high quality, and  
13 relevant to community needs. Programs shall be systematically evaluated regularly on  
14 the achievement of the stated student learning outcomes to ensure quality and currency.  
15 Each year prior to budget preparation, the Board of Trustees shall receive a report of the  
16 most current program review. To that end, the President/Superintendent shall establish  
17 procedures for the development and review of all curricular offerings, including their  
18 establishment, modification, or discontinuance.

19 Furthermore, these procedures shall include:

- 20 • appropriate involvement of the faculty and the Faculty Senate in all processes;
- 21 • regular review and justification of programs and course descriptions;
- 22 • opportunities for training for persons involved in aspects of curriculum
- 23 development;
- 24 • consideration of job market and other related information for career and technical
- 25 programs;
- 26 • approval of all new programs and program discontinuances by the Board of
- 27 Trustees; and
- 28 • approval by the State Chancellor’s Office for all programs.

29 Individual degree-applicable credit courses offered as part of a permitted educational  
30 program shall be approved by the Board of Trustees. Non-degree applicable credit and  
31 degree-applicable courses that are not part of an existing approved program (stand-alone  
32 courses) must satisfy the conditions authorized by Title 5 regulations and shall be  
33 approved by the Board of Trustees.

34 **Credit Hour**

35 Consistent with federal regulations applicable to federal financial aid eligibility, the District  
36 shall assess and designate each of its programs as either a “credit hour” program or a  
37 “clock hour” program.

38 The President/Superintendent will establish procedures which prescribe the definition of  
39 “credit hour” consistent with applicable Title 5 and federal regulations, as they apply to  
40 community college districts.

41 The President/Superintendent shall establish procedures to ensure that curriculum at the  
42 District complies with the definition of “credit hour” or “clock hour,” where applicable. The  
43 President/Superintendent shall also establish procedures for using a clock-to-credit hour  
44 conversion formula to determine whether a credit hour program is eligible for federal  
45 financial aid. The conversion formula is used to determine whether such a credit-hour  
46 program has an appropriate minimum number of clock hours of instruction for each credit  
47 hour it claims.

48 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Adopted: August 15, 2007**  
**Dates Revised: February 20, 2008, June 13, 2012**  
**Date Reviewed: January 16, 2019**