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**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:** [Legally Required](#)

## AP 4020 Program, Curriculum, and Course Development

*(Replaces current SBCCD AP 4020)*

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- 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 10 to 12 weeks for one quarter 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.

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

### References:

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

### Attachments:

- [AP 4020 Program, Curriculum, and Course Development- Comments](#)
- [AP 4020 Program, Curriculum, and Course Development- Legal Citations](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)

Initial Import

10/3/2016, 4:15PM EDT

**Accepted** by Nikac, Stacey: Administrator

10/4/2016, 5:11PM EDT

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**Administrator override** by Nikac, Stacey: Administrator

10/19/2016, 5:49PM EDT

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**Administrator override** by PolicyStat Staff

1/4/2017, 1:27PM EST

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**Administrator override** by Nikac, Stacey: Administrator

1/10/2017, 5:50PM EST

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ownership change

**Administrator override** by PolicyStat Staff

2/23/2017, 9:16AM EST

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PolicyStat added a new feature to allow hyperlinks directly to policy headings. For more details about this feature, see this [article](#).

**Administrator override** by Nikac, Stacey: Administrator

11/1/2017, 5:47PM EDT

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**Administrator override** by Nikac, Stacey: Administrator

11/3/2017, 2:24PM EDT

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AP 4020 Program and Curriculum Development - This procedure was updated to add a reference to 34 Code of Regulations Part 600.2. This procedure was also updated to reflect recently revised Title 5 requirements pertaining to approval of credit courses and programs and include the Title 5 definition of credit hour.

**Administrator override** by Nikac, Stacey: Administrator

2/1/2018, 7:42PM EST

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added reference 34 Code of Federal Regulations Part 600.2 per Legal Update #31.

Chapter Owner to address additional legal requirements per Legal Update #31:

NOTE: The following procedure is legally required. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:

- initiation, review, approval, and evaluation processes and related criteria
- designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- time lines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

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 or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours. [ Select one of the following based on whether the district uses a semester or quarter system. For semester system: A course requiring 96 hours or more total student work shall provide at least 2 units of credit. For quarter system: A course requiring 66 hours or more of total student work shall provide at least 2 units 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.

NOTE: The following language is legally required. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:

- credit hour calculation method for all academic activities
- expected ratios of in-class to outside-of-class hours for each type of academic activity
- standards for incremental award of credit
- standard term length
- calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

NOTE: The following language is legally required in an effort to show good faith compliance with the applicable federal regulations

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 10 to 12 weeks for one quarter 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.

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