



BP 4020 CURRICULUM

References:

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016;

Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;

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;

34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards 2

The programs and curricula of the District shall be of high quality, be consistent with the mission of the institution and the California Community Colleges, and satisfy the conditions set forth in Title 5 regulations. The faculty and the Academic Senate have primacy in curricular matters, and the Academic Senate delegates review and approval of curriculum to the Curriculum Advisory Committee (CAC).

All programs and curricula shall be evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings in accordance with applicable law and accreditation standards, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall:

- Rely primarily upon the faculty and the Academic Senate in all curricular processes;
- Include a regular review and evaluation of course outlines of record and programs in accordance with applicable requirements;
- Provide training for persons involved in aspects of curriculum development; and
- Consider the job market and other related information for career and technical education programs.

All new programs and program discontinuances shall be approved by the Board. All new programs shall be submitted to the State Chancellor's Office for approval as required.



Board approval and, as required, State Chancellor's Office approval, are necessary for the following curriculum:

- Degree-applicable credit courses offered as part of an approved educational program;
- Non-degree-applicable credit and degree-applicable credit courses that are not part of an existing approved program; and
- Non-credit courses and educational programs.

Credit Hour

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

The Superintendent/President will establish procedures that prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures to assure that curriculum at the District comply with the definition of "credit hour" or "clock hour," where applicable.

The Superintendent/President shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Residency and Recency Requirement for Degree

Departments, with the endorsement of the Curriculum Advisory Committee, may recommend residency and/or recency degree requirements for their majors. The requirement will be reviewed by the Superintendent/President and is subject to approval by the Board.

Minimum Grade Standards in the Major

Faculty in a department may determine that certain courses contain an essential body of information, skills, or competencies expected in the discipline, and are necessary as a foundation for later course work in the field. Therefore faculty may establish minimum grade requirements in pursuit of a certificate or degree in that major. These courses could include the core as well as specified electives.



Also see BP 4021 Establishing, Modifying, or Discontinuing Programs, BP/AP 3255 Program Evaluation, and BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education

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