

**BP 4020 PROGRAM, CURRICULUM, AND COURSE
DEVELOPMENT****References:**

Education Code Sections 70901(b), 70902(b) and 78016;
Title 5 Sections 51000, 51022, 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 II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.
- consideration and review of financial and administrative impact.

All new programs and program discontinuances shall be approved by the Board of Trustees.

Program or course modifications shall be approved by the Chancellor/President, or his/her designee, upon the recommendation of the respective Curriculum Committee.

All new courses and programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program are subject to approval by the Board. Non-degree-applicable credit and degree-applicable courses, that are not part of an existing, approved program must satisfy the conditions authorized by Title 5 regulations and are subject to approval by the Board.

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 Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor will establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The Chancellor 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.

Date Approved: May 15, 2007

Revised: April 22, 2008

Revised: August 20, 2013

Revised: November 25, 2014 (references only)

Revised: January 17, 2017

**AP 4020 PROGRAM, CURRICULUM, AND COURSE
DEVELOPMENT**

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
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.

The District's process for developing its programs and curriculum is found in the Riverside Community College District Curriculum Development Guidelines and in the Program Development Process (New or Revised Educational) document, revised in 2011. Both documents can be reviewed on the District's website www.curricunet.com/RCCD/ or in the office of the Associate Vice Chancellor, Instruction.

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.

See also AP 4021 titled Program Discontinuance.

Office of Primary Responsibility: Vice Chancellor, Educational Services

Administrative Approval: October 18, 2007

Revised: April 22, 2008

Revised: April 16, 2012

Revised: December 2, 2014 (References & titles
only)