



## **AP 4020                      CURRICULUM**

### **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 Program under Title IV of the Higher Education Act of 1965, as amended.

The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes, or revisions to existing courses, or other modifications of curriculum. These recommendations must be approved by the Curriculum Advisory Committee prior to approval by the Board of Trustees and submission to the State Chancellor's Office as required.

### **Curriculum: Courses**

All course outlines of record will be updated a minimum of every five years. Prerequisites and corequisites for vocational courses or programs shall be reviewed every two years. The Curriculum Advisory Committee will publish an annual timeline for submission of new curriculum proposals and modifications.

By September 30 of each year, the District shall submit a certification to the State Chancellor's Office, as required under Title 5 Sections 55100 and 55130, verifying that the persons who will serve on the Curriculum Advisory Committee, and others who will be involved in the curriculum-approval process at the college, have received training consistent with guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant regulations.

### **Curriculum: Programs and Majors**

- A. New programs may be proposed by faculty and/or administrative staff in any department/area following the procedure outlined in AP 3255 Program Evaluation.
- B. New majors may be proposed by faculty in any department/area through the Curriculum Advisory Committee.



- C. Modifications to existing program or major curricula follow the review procedures of the Curriculum Advisory Committee and/or the procedures outlined in AP 3255 Program Evaluation.

**Residency Degree Requirements**

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 Chief Instructional Officer and subject to approval by the Board of Trustees.

**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/or outside-of-class hours. A course requiring 96 hours or more 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.

**Standard Term Length**

The standard term length will be 16 weeks. Courses meeting in fewer or more weeks will still meet the minimum total hours for credit.

[Unit Calculations](#)

Standard credit hour courses are those courses not classified as cooperative work experience, clock hour, or open entry / open exit, and use the following method for calculating units for credit: divide the total of all student learning hours (in-class hours, out-of-class hours) by 54, then round down to the nearest .25 increment.

<b>Learning Activity</b>	<b>Total Hours/Credit*</b>	<b>In-Class Hours</b>	<b>Out-of-Class Hours</b>
Lecture	54	18	36
Lab	54	54	0
Internship	54	54	0
Independent Study	54	54	0



Cooperative work experience units are calculated as follows:

- Each 75 hours of paid work equals one semester unit.
- Each 60 hours of non-paid work equals one semester unit.

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 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 may include other academic activities as established by the institution such as laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

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Date Approved: June 8, 2015

Legal Reference Update #25: November 2014

Legal Reference Update #31: October 2017

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