

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 4020 Program, Curriculum, and Course Development

References: Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; US 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 Standard 2

To satisfy statutory requirements and to assure implementation of the Mission and Vision Statements of Hartnell College, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. These procedures shall include:

- a) appropriate involvement of the faculty and Academic Senate for making recommendations in the areas of curriculum and academic standards.
- b) regular review and justification of courses, degrees and certificates is conducted.
- c) all courses, degrees and certificates comply with Title 5 regulations.
- d) all new programs and program discontinuance shall be approved by the Board.
- e) all new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Governing 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 shall be approved by the Governing 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 superintendent/president will establish procedures which 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 complies with the definition of "credit hour" or "clock hour," where applicable. The superintendent/president shall also establish procedure 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.

See Administrative procedures 4020, 4021 and 4025

Adopted: July 7, 2015; Revised: April 2, 2019

Replaced BP 4000