

## 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 Standards II.A and 11.A.9.

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

Approved by Board of Trustees: July 7, 2015; Revised: April 2, 2019

Replaced BP 4000