



## **BP 4020 Program and Curriculum Development**

### **References:**

34 CFR sections 600.2, 602.24, 603.24, and 668.8;  
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;  
Education Code sections 70901, 70901(b), 70902(b), and 78016;  
Title 5 sections 51000, 51022, 55002.5, 55100, 55130, and 55150;  
ACCJC Accreditation Standard 2

- A. The programs and curricula of the Santa Clarita Community College District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Academic Senate and its sub-committees shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.
- B. These procedures shall include: (a) appropriate involvement of the faculty and Academic Senate in all processes; (b) regular review and justification of programs and course descriptions; (c) opportunities for training for persons involved in aspects of curriculum development; and (d) consideration of job market and other related information for vocational and occupational programs.
- C. All new programs and program deletions shall be approved by the Board of Trustees.
- D. All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.
- E. Individual degree applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. 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 Board of Trustees.
- F. Consistent with federal regulations applicable to federal financial aid eligibility,

the District has designated each class hour as a credit hour and established the definition of credit hour. The class hour is the basic unit of attendance for computing the number of full-time equivalent students (FTES) for apportionment.

1. Established procedures, pursuant to Title 5 and the California Community College Chancellor's Office Student Attendance Accounting Manual, define a credit hour as a clock hour of a total of 60 minutes composed of a segment of no less than 50 minutes of scheduled contact for instruction and/or examination and a segment of 10 minutes for passing time between classes or a break.
2. District procedures assure that curriculum complies with the definition of credit hour. It uses 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 ensure that a credit hour program has an appropriate minimum number of clock hours of instruction for each hour unit of credit it claims.
3. A credit hour of 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. For example, one credit hour (50 minutes) of lecture classroom instruction per week involves two credit hours (100 minutes) of outside-of-class student work per week, for 150 minutes of total student work per week for 16 weeks for one semester. Both inside and outside-of-class hours of total student work are found in the official course outline of record.
4. A credit hour at the District represents the amount of work necessary to achieve intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency.
5. A credit hour is assumed to be a 50-minute period. In courses, such as those offered online, in which seat time does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement in academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.
6. A credit hour may be awarded in increments less than one unit (e.g., 0.15, 0.25, 0.50).
7. Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 section 55253 and award one

semester credit hour for 54 hours of paid or non-paid work.

- G. Direct assessment competency based education modules shall adhere to the formula for credit hour calculations identified in Title 5 section 55270.12.

**Board Approved: 07/16/2025**

**Next Review Date: 2031**