



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION



# San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

## Board Policy

### Chapter 4 – Instructional Services Academic Affairs

#### BP 4020 5020 CURRICULUM DEVELOPMENT

The courses, degrees, and certificates of the District's Colleges ~~and Continuing Education~~ shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

The Chancellor shall develop procedures for the approval of all courses of instruction and of all educational programs regardless of delivery modality that satisfy the requirements of the Education Code and the California Code of Regulations, ~~Title~~ 5. The procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance shall remain flexible to permit timely response to change.

Furthermore, these procedures shall assure:

1. The Colleges' ~~and Continuing Education~~ faculty and Academic Senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
2. The Colleges' ~~and Continuing Education~~ curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, degrees, and certificates to the Curriculum and Instructional Council (CIC), the Board of Trustees, and the California Community Colleges Chancellor's Office, as appropriate.
3. Regular review of courses, degrees, and certificates.
4. Training opportunities for persons involved in aspects of curriculum development, and
5. Consideration of job market and other related information for justification of career and technical education degrees and certificates.

All courses, degrees, and certificates shall comply with ~~Title~~ 5 regulations, be approved by the Board of Trustees as defined in procedures, and be submitted to the California Community Colleges Chancellor's Office for approval as required.

## 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 shall establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations and California Code of Regulations, Title 5, section 55002.5, as they apply to community college districts.

Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At the San Diego Community College District Colleges, a minimum of 48 total student learning hours is equivalent to 1 unit of credit and the minimum unit increment is 0.5, except in special circumstances.

~~For Cooperative Work Experience 75 hours of paid work experience is equivalent to 1 unit of credit and 60 hours of non-paid work experience is equivalent to 1 unit of credit. Units may be awarded in 0.5 unit increments. Work experience courses shall adhere to the formula for credit hour calculations identified in Title 5, Section 55253~~

The Chancellor shall 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 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.

**Reference:** Education Code Sections 70901(b), 70902(b), and 78016;  
-Title 5- Sections 51000, 51022, 55100, 55130, 55150, 55002 and 55002.5 ;  
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; ~~WASC~~/ACCJC Accreditation Standards II.A and II.A.9.2.

**Formatted:** Strikethrough

**Adopted:** June 9, 1981

~~Supersedes: AP 5020 October 14, 1988; September 7, 2000; November 14, 2002; May 27, 2010; November 10, 2016; and October 10, 2019.~~

**Formatted:** Underline, Font color: Text 1

**Formatted:** Underline, Font color: Text 1

**Formatted:** Space After: 0 pt, Tab stops: 1", Left