The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The Board of Trustees recognizes that the college curriculum will be dynamic in response to changes in teaching methodology, legal requirements, student needs, technology, and occupational opportunities. For this reason, the faculty and administration have the responsibility to engage in continuing review of college offerings for the purpose of revising, deleting or adding courses and programs as needed within the resources available. To that end, the Superintendent/President shall, through consultation with the Faculty Senate, establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance, which include consultation with the Faculty Senate.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Faculty Senate and Curriculum Committee in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;
- consideration of job market and other related information for career and technical programs.

All new programs and program changes shall be approved by the Board, and submitted to the Office of the Chancellor for the California Community Colleges for approval, certified by the Vice President of Instruction, as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the 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 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 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.

**Legal References:**

*Education Code Section 70901(b), 70902(b) and 78016;*
*Title 5 Sections 51000, 51022, 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*

Adopted: April 4, 1988
Revised: November 1, 2010
Revised: October 6, 2014