

**CHAPTER 4: ACADEMIC AFFAIRS
BOARD POLICY NO.: 4020**

**BOARD POLICY
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

Subject: Program, Curriculum, and Course Development

Adoption Date:

3/7/68

Review Date(s):

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8/7/12

2/10/15

8/6/19

Policy Reference: Education Code Section 70901(b), 70902(b); 78016; Title 5, Sections 51000, 51022, 55100, 55130, 55150; 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; ACCJC Accreditation Standards II.A and II.A.9

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. To that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate 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 vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

New programs that are Associate Degrees for Transfer (ADT), Career and Technical Education (CTE) Degrees, Certificates of Achievement, and all non-credit courses and programs shall be submitted to the Chancellor's Office for approval as required.

New credit degrees and certificates with a local program goal and with individual degree-applicable credit courses to be offered as part of a permitted educational program, and Work Experience, 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 that 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 Procedure 4020