



Book	Siskiyou Joint Community College District Board Policies
Section	Chapter 4: Academic Affairs
Title	Program, Curriculum, and Course Development
Code	BP 4020
Status	Active
Legal	ACCJC Accreditation Standards II.A and II.A.9 34 Code of Federal REgulations Sections 600.2, 602.24, 603.24, and 668.8 US Dept of Education Regulations on the Integrity of Rederal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended Title 5, Sections 51000, 51022, 551000, 55130, 55150 Education Code Section 70901(b), 70902(b), 78016
Cross References	AP 4020
Adopted	March 7, 1968
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Prior Revised Dates	05/04/1993, 01/12/1999, 05/02/2000, 11/04/2008, 08/07/2012, 02/10/2015, 8/6/2019
Origin	Vice President, Academic Affairs
Office	Instruction

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 career and technical education programs.

The Board encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

All new programs and program discontinuances shall be approved by the Board of Trustees.

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 procedures 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.