

Note: The following procedure is **legally required** including: procedural language regarding “credit hour.” Districts may insert local procedures for program and curriculum development. **New - GCCCD Procedure**

First Reading–2/27/12

Second Reading–3/26/12

Final Reading–4/23/12

Final Reading–5/23/12

DEC Final Reading–6/11/12

## **AP 4020 Program, Curriculum, and Course Development**

Reference: ***Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; Accreditation Standards II.A; and 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.***

Date Issued:

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[CCLC template language, except italicized language]

*The Chancellor shall, in keeping with Board Policy 2510, establish procedures for Program and Curriculum Development at each college. These procedures shall address:*

- Initiation, review, approval, and evaluation processes and related criteria
- Designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- Time lines and limits for the process
- Publication of changes and maintenance of records
- Use of a range of delivery systems and modes of instruction

For Title IV purposes, including financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours

Additional assessment and completion of special forms may be required for enrollment in certain District programs.

Students shall be classified at the time of registration as a resident or non-resident student. Resident classification shall be accordance with California Code of Regulations and shall be published in each college's catalog.

The Governing Board shall provide procedures that allow for admission of special full-time or part-time students who may benefit from advanced scholastic or occupational work as set forth in Education Code Sections 48880 and 76000.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.