

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.

The Superintendent/President delegates to the Vice President of Academic Affairs the development of procedures to initiate and review curriculum and program development. These procedures are developed jointly by the Academic Senate and the Vice President of Academic Affairs. The procedures are located in the College Curriculum Handbook.

These procedures shall include:

1. involvement of the faculty and the Academic Senate in creating, updating, and reviewing courses, establishing prerequisites, and placing courses within disciplines;
2. regular review and justification of courses and programs on a six-year cycle;
3. opportunities for training for persons involved in curriculum development and review, and
4. consideration of job market and other related information for career education programs.

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

All new programs shall be submitted to the Chancellor's Office for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted education program shall be approved by the Board. Non-degree applicable credit and degree applicable courses that are not part of an existing approved program, referred to as stand-alone courses, 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 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.

**References:**

Education Code Section 70901(b), 70902(b); 78016;

Title 5, Sections 51000, 51022, 55100, 55130, 55150, 53200-53206

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 Section 600.2, 602.24, 603.24, and 668.8;  
ACCJC Accreditation Standards II.A and II.A.9

*This policy replaces Board Policy 4020.1 (Curriculum Review and Approval). El Camino College*

El Camino College

Adopted: 6/22/87

Renumbered: 5/16/05 previously #6123

Amended: 7/19/10, 1/21/20