



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT

Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References: *Legally Required*

AP 4020 Program, Curriculum, and Course Development

(Replaces current SBCCD AP 4020)

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- ~~• 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 trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], 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.~~

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" programs

- A. One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of lecture, study, or laboratory total of student work at colleges operating on the semester system or 33 quarter hours of lecture, study or laboratory total student work, at colleges operating on the quarter system which may include inside and/or outside-of-class hours.
- B. A course requiring 96 hours or more of total student work at colleges operating on the semester system or 66 hours or more of total student work at colleges operating on the quarter system shall provide at least 2 units of credit.

For programs designated by the governing board as clock hour programs, units of credit shall be awarded in a manner consistent with the provisions of 34 Code of Federal Regulations part 600.2.

Credit hours for all courses may be awarded in increments of one unit or less.

Hours-per-unit Divisor

Total Contact Hours = total time per term that a student is under the direct supervision of an instructor or other

qualified employee... including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practical, activity, to-be-arranged, etc.

Outside-of-class Hours = required for calculations, expressed in ratio of in-class to outside-of-class hours, for example:

- A. 1:2 for Lecture (lecture, discussion, seminar and related work)
- B. 2:1 for Activity (activity, lab w/ homework, studio, and similar)
- C. 3:0 for Laboratory (traditional lab, natural science lab, clinical, and similar)

Hours-per-unit Divisor = 48-54 for semesters, or 33-36 for quarters

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; 34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard II.A;

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.

Attachments:

[AP 4020 Program, Curriculum, and Course Development- Comments](#)

[AP 4020 Program, Curriculum, and Course Development- Legal Citations](#)

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

No items found in history