



Book VCCCD Board Policy Manual

Section Chapter 4 Academic Affairs

Title BP 4020 ~~PROGRAM AND CURRICULUM DEVELOPMENT~~

Number BP 4020

Status Active

Legal [ACCJC Accreditation Standards II.A and II.A.9](#)
[34 Code of Federal Regulations 600.2, 602.24, 603.24, 668.8](#)
[California Education Code, Section 66700](#)
California Education Code, Section 70901(b), 70902(b)
California Education Code, Section 78016
Title 5, Section 51000
Title 5, Section 51022
[Title 5, Section 55001](#)
Title 5, Section 55100
Title 5, Section 55130
Title 5, Section 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

Adopted February 16, 2006

Last Revised September 9, 2014

The programs and courses 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 Chancellor, in consultation with the Academic Senates, 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; and
- Consideration of job market and other related information for vocational and occupational programs.

All new courses and programs, courses and programs with substantial revisions, and program deletions must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

All new courses and programs with substantial revisions, shall be submitted to the California Community Colleges Chancellor's Office (CCCCO) for approval as required.

Board approved Proficiency Awards, which are non-transcripted, do not require submission to and approval by the CCCCCO.

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 Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor 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](#).