

PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

The programs and curricula of the **Sequoias Community College** District ("**District**") shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality, pertinence, and currency. To that end, the Superintendent/President shall establish procedures for the approval of required resources, development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

1. appropriate involvement of the faculty and Academic Senate in all processes;
2. regular review and justification of programs and courses;
3. opportunities for training for persons involved in aspects of curriculum development; and,
4. consideration of job market and other related information for vocational and occupational programs.

All new and modified credit and noncredit courses, programs, and deleted courses and programs shall be approved by the Board and submitted to the California Community Colleges Chancellor's Office for approval where required. New programs may require ACCJC approval.

Individual degree-applicable credit courses offered as part of a permitted educational program 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 which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures to assure that curriculum at the District comply 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.

Procedures for Unit/Hour calculations are further specified in AP/BP 4090.

See Administrative Procedures: 4020, 4021, 4022, 4023, 4090

Reference: Educ. Code Section 70901(b), 70902(b); 78016; Title 5, Section 51000, 51022, 55130, 55100, 55150; The Chancellor's Office Program and Course Approval Handbook (Title 5, Section 55000.5(a)); Originally adopted as Board Policy 8002 in March 2000

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BP/AP APPROVAL PROCESS		
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