



Policy

4020 Program, Curriculum, and Course Development

The programs and curricula of the District shall be of high quality, relevant to student and community needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- involvement of the faculty and Academic Senate in all processes (see YCCD Policy 7-8049 Academic Senates);
- 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 data and other related information for career and technical education programs.

All new programs and program discontinuances shall be approved by the Board of Trustees.

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

All new courses (degree applicable, non-degree applicable, credit, non-credit, program applicable, and stand-alone) must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

Credit Hour

The Chancellor will ensure the definition of “credit hour” is consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

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 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.

1 **Cross References (see also):**

2 YCCD Policy 7-8049 – Academic Senates

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4 **References:**

5 Education Code Sections [70901\(b\)](#), [70902\(b\)](#), and [78016](#); Title 5 Sections [51000](#), [51022](#), [55002.5](#), [55100](#),
6 [55130](#), and [55150](#); 34 Code of Federal Regulations [600.2](#), [602.24](#), [603.24](#), and [668.8](#); [ACCJC Accreditation](#)
7 [Standards II.A and II.A.9](#); [U.S. Department of Education regulations on the Integrity of Federal Student](#)
8 [Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended](#); [California](#)
9 [Articulation Policies and Procedures Handbook](#)

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Administrative Procedure

4020 Program, Curriculum, and Course Development

Each college shall develop a program and course approval process that aligns with the program and course approval process from the California Community Colleges Chancellor’s Office, updating it as necessary to attend to changes in state procedures and addressing, at minimum, the following:

- 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.).
- Timelines and limits for the process.
- Publication of changes and maintenance of records.
- Use of a range of delivery systems and modes of instruction.

The District shall provide annual certification to the California Community Colleges Chancellor’s Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections [55100](#) and [55130](#).

Credit Hour

Consistent with Title 5 Section [55002.5](#), each unit of credit awarded to a student requires a minimum of 48 hours of student involvement. To maximize student contact time, course outlines of record in YCCD target 54 hours of student involvement per unit of credit. The primary term length is 16.4 weeks in fall and spring (16 weeks of instruction plus 0.4 weeks, or 2 days, of flex time). Courses are generally scheduled such that they exceed the in-class hours on the course outline of record by the minimal amount. At times, courses may be scheduled for fewer hours than listed on the course outline of record as long as they meet or exceed the 48-hour minimum stated in Title 5 Section [55002.5](#).

Course outlines of record shall designate the number of units of lecture and/or laboratory, expressed in half-unit increments, with the in-class and outside-of-class hours based on the selected number of units.

Instructional Category	Units of Credit	In-Class Total Hours	Outside-of-Class Total Hours	Total Student Hours
Lecture (Lecture, Discussion, Seminar, and Related Work)	1	18	36	54
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	1	54	0	54

Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section [55256.5](#): 75 hours of paid work or 60 hours of unpaid work equals one unit of credit.

1 Credit for clock hour designated programs shall be awarded consistent with [34 Code of Federal](#)
2 [Regulations Part 600.2](#).

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4 **References:**

5 Title 5 Sections [51021](#), [55000 et seq.](#), and [55100 et seq.](#); [34 Code of Federal Regulations Part 600.2](#); [ACCJC](#)
6 [Accreditation Standards II.A](#); [U.S. Department of Education regulations on the Integrity of Federal Student](#)
7 [Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended](#); [California](#)
8 [Articulation Policies and Procedures Handbook](#)

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10 **Procedure Last Revised:** June 13, 2018

11 **Last Reviewed:** June 13, 2018