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**San Bernardino Community College District**  
**Board Policy**  
Chapter 4 – Academic Affairs

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**BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

*(Replaces current SBCCD BP 4020)*

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 Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, 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.
- consideration of job market 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 College Chancellor's Office for approval as required.

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 Chancellor shall establish procedures:

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

- 44 • to assure that curriculum at the District complies with the definition of “credit  
45 hour” or “clock hour,” where applicable.  
46 • for using a clock-to-credit hour conversion formula to determine whether a credit  
47 hour program is eligible for federal financial aid. The conversion formula is used  
48 to determine whether such a credit hour program has an appropriate minimum  
49 number of clock hours of instruction for each credit hour it claims.  
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51 **References:** Education Code Sections 70901(b), 70902(b), and 78016;  
52 Title 5 Sections 51000, 51022, 55100, 55130 and 55150;  
53 U.S. Department of Education regulations on the Integrity of Federal  
54 Student Financial Aid Programs under Title IV of the Higher Education Act  
55 of 1965, as amended;  
56 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and  
57 668.8;  
58 ACCJC Accreditation Standards II.A and II.A.9  
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**Adopted: 5/13/04**  
**Revised: 4/9/09, 10/9/14, 12/11/14,**  
**7/14/16**

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