

## Chapter 4 – Academic Affairs

### BP 4020 Program, Curriculum, and Course Development

#### References:

Education Code Sections 70901(b), 70902(b), and 78016; Title 5, Sections 51000, 51022, 55002.5, 55100, 55130, and 55130; BP 3255; 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.

The programs and curricula of Mt. San Antonio College shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality, currency, and transferability when appropriate. To that end, the College President/CEO in consultation with the Chief Instructional Officer and the Academic Senate 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 Academic Senate;
- 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 career and technical programs.

All new programs and program deletions shall be approved by the Board.

New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

#### Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the College shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The President/CEO shall establish procedures which prescribe the definition of “credit hour” consistent with applicable Title 5 and federal regulations as they apply to community college districts.

The President/CEO shall establish procedures to assure that curriculum at the College complies with the definition of “credit hour” or “clock hour,” where applicable. The President/CEO 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.

Adopted May 26, 2004  
Revised January 26, 2005  
Revised January 24, 2007  
Proposed revisions received from CCLC in September 2011  
Reviewed: May 14, 2013  
Reviewed: December 16, 2014  
Reviewed: June 9, 2015  
Reviewed: May 10, 2016  
Revised: July 11, 2018