
**Kern Community College
District Administrative Procedure
Chapter 4 – Academic Affairs**

AP 4020 **Program and Curriculum Development**

Accreditation Related

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
ACCJC Accreditation Standard II.A;
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.

Note: This procedure is legally required.

Initiation, Submission, Review, Approval, Evaluation

- The governing board relies primarily upon the advice and judgement of the academic senate for curriculum and educational program development. Each college's Academic Senate will establish a curriculum committee. Faculty on the College Curriculum Committee will ensure that the content and methods of instruction meet the academic and professional standards and expectations of the California Community College system as given in California Education Code and Title 5 regulations.
- Faculty acting through discipline areas within the academic divisions of the College shall be responsible for instructional program and course proposal development, submission, review, approval, and evaluation to the College Curriculum Committee. Working with appropriate faculty, college administration may initiate the college procedures for instructional program and course changes to the College Curriculum Committee.
- Final recommendations for program additions and modifications from the College Curriculum Committee shall be submitted to the respective college's Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees. Once approved by Trustees, the content is submitted for State approval.
- Program and curriculum additions and revisions are published in the respective college's catalog and Board of Trustees meeting minutes.

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

Title 5 states one credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

Kern CCD course outlines of record target 54 hours of student involvement per unit of credit. The primary term length is 16 weeks in fall and spring. 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 with the in-class and outside-of-class hours based on the selected number of units. Credit hours for all courses may be awarded in increments of one unit, a half-unit, or less than a half-unit.

Standard Formula (Relationship) for Hours and Units of Credit

Courses not classified as cooperative work experience use the following formula for calculating units of credit: Divide the total of all student learning hours (lecture, laboratory, and/or outside-of-class hours) by 54, then round down to the nearest 0.5 unit.

Expressed as an equation:

[Total Contact Hours + Outside-of-class Hours] = X Units of credit

The result of this calculation is then rounded down to the nearest 0.5 increment. For compelling reasons and with approval of the respective college's curriculum committee, this calculation can be rounded down to the nearest .25. For example, if a course contains 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), then the unit calculation is as follows:

$$\frac{36 + 72 + 72}{54} = \frac{180}{54} = 3.33, \text{ which is rounded down to 3 units of credit}$$

Calculation Table for Semester Hours and Units (54 Hours + 1 Unit)

	Lecture (Lecture, Discussion, Seminar, and Related Work)	Activity (Activity, Lab with Homework, Studio, and Similar)	Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	Total
Ratios of In-Class/Contact Hours to Outside of Class Hours				

# of Units	1	2	2	1	3	0	Hours per Unit
	Contact Hours	Outside of Class Hours	Contact Hours	Outside of Class Hours	Contact Hours	Outside of Class Hours	
0.5	9	18	18	9	27	0	27
1.0	18	36	36	18	54	0	54
1.5	27	54	54	27	81	0	81
2.0	36	72	72	36	108	0	108
2.5	45	90	90	45	135	0	135
3.0	54	108	108	54	162	0	162
3.5	63	126	126	63	189	0	189
4.0	72	144	144	72	216	0	216
4.5	81	162	162	81	243	0	243
5.0	90	180	180	90	270	0	270

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 16 weeks per semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.