

Coast Community College District
Administrative Procedure
Chapter 4
Academic Affairs

AP 4020 Program, Curriculum, and Course Development

New AP

Draft 9-9-2013

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
Accreditation Standards 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.

New, added, provisional or experimental, reinstated and deleted programs and courses
and changes in program and course number, title, units, or hours will be done as
follows:

TO DO: Need to develop language that addresses 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.)
- time lines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

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 15 weeks for one
semester, hour of credit, 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.

Ratified DATE

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