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**Board Policy**  
Chapter 4 – Academic Affairs

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**BP 4020 PROGRAM AND CURRICULUM DEVELOPMENT**

**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.

The District shall provide high quality programs and curricula that are relevant to community and student needs and evaluated regularly to ensure quality and currency. To that end, the Superintendent-President 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 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; and
- 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 Colleges 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 of Trustees. 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 program as either a "credit hour" program or "clock hour" program.

The Superintendent-President shall establish procedures consistent with the California Community Colleges Chancellor's Office prescribed definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The Superintendent-President shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Superintendent-President shall also establish procedures 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.

Also see AP 4020 Program and Curriculum Development, BP/AP 4021 Program Discontinuance, BP/AP 4022 Course Approval, BP/AP 4100 Graduation Requirements for Degrees and Certificates, and BP/AP 4220 Standards of Scholarship.

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**Adopted:** May 27, 1980 (*BP 4005*); January 25, 2005 (*BP 4024*); and November 13, 2018 (*BP 4029*)

**Revised:** June 17, 2003 (*BP 4005*); January 22, 2020 (*BP 4024*); December 15, 2021

*(Replaces former LBCC BP 4005, BP 4024, and BP 4029)*