HARTNELL COMMUNITY COLLEGE DISTRICT

- AP 4020 Program, Curriculum, and Course Development
- References: Title 5 Sections 51021, 55000 et seq., and 55100 et seq., 34 Code of Federal Regulations Part 600.2; US 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; ACCJC Accreditation Standard II.A.

Program, curriculum and course development are academic and professional matters which are initiated by

review and

needs of students and the community recommendation of:

new and modified course and program proposals for Title 5 compliance. discipline assignment to courses and programs for consideration of minimum qualifications.

appropriate requisites including prerequisites, co-requisites and advisories.

Standard Term Length

The standard term length will be 17.5 weeks. Courses meeting in fewer or more weeks will still meet the minimum total hours for credit.

Unit Calculations

Standard credit hour courses are those courses not classified as cooperative work experience, dock hour, or open entry / open exit, and use the following method for calculating units for credit: divide the maximum student learning hours (in-class hours, out-of-class hours) by 54, then round down to the nearest .25 increment.

Learning Activity	Student	In-Class	Out-of-
	Learning	Hours	Class
	Hours/Credit		Hours
Lecture	48-54	16-18	32-36
Lab	48-54	48-54	0
Independent Study	48-54	48-54	0

Cooperative Work Experience

Cooperative work experience units are calculated as follows:

Each 75 hours of paid work equals one semester unit.

Each 60 hours of non-paid work equals one semester unit.

one hour of classroom or direct faculty instruction and a minimum of two hours of outof-class student work each week for approximately 15 weeks for one semester of credit or the equivalent amount of work over a different amount of time; or at least an equivalent amount of work as required above for other academic activities as established by the institution including laboratory work, internship, practicum, studio work, or other academic work leading to the award of credit hours.

See Board Policy 4020, 4025 and Administrative Procedure 4022, 4025 Approved by Superintendent/President: May 26, 2015; Revised: February 19, 2019