

# ADMINISTRATIVE REGULATION 4020

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

## CURRICULUM AND PROGRAM DEVELOPMENT

### I. CURRICULUM AND PROGRAM DEVELOPMENT

Curriculum and program development at Saddleback College and Irvine Valley College are academic and professional matters which are initiated by faculty and submitted through the appropriate approval process established by the college's Curriculum Committee, under the jurisdiction of the corresponding Academic Senate. The Curriculum Committee shall develop processes and related criteria for their college as well as facilitate the review and approval of curriculum. These procedures should address:

- Initiation, review, approval, and evaluation processes and related criteria
- Timelines and limits for the process
- Use of a range of delivery systems and modes of instruction

Faculty recommendations regarding curriculum will be forwarded to the Board in a timely manner. The Board will adhere to current regulations and guidelines for curriculum. All curriculum recommendations requiring Board approval will be reviewed and approved by the Board at regular meetings.

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.

### II. CREDIT HOUR

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 shall adhere to the formula for credit hour calculations identified in Title 5.

Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

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

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Revised: 08-30-99      Revised: 05-11-23  
Revised: 06-14-12

- A. 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, or the equivalent amount of work over a different amount of time; or
- B. 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.

*References:*

*Title 5 California Code of Regulations, Sections 55100, 51022, and 55130(d)*  
*California Education Code, Section 78016*  
*Accreditation Standard II, A.11, B.9*

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