



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 4 — Instructional Services

AP 4020 – CURRICULUM DEVELOPMENT

DEFINITIONS

Curriculum:

All categories of courses, degrees, and certificates offered by the colleges and Continuing Education in accordance with Education Code and California Code of Regulations, title 5.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 to a maximum of 54 semester hours of total student work which may include inside and outside-of-class hours.

A course requiring 96 hours or more total student work shall provide at least two units of credit.

Work experience courses shall adhere to the formula for credit hour calculations identified in Title 5, Section 55253.

Standard Term Length

The standard term length for the credit colleges is 16.5 weeks. Courses meeting fewer or more weeks will still meet the minimum total hours of credit. The standard term length for the San Diego College of Continuing Education distance education is 17.5 weeks.

Total Contact Hours

Contact hours are defined as the total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§ 55002 (a)(3), 58161, and 58050 - 58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.

Outside-of-class Hours

Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on

learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, studio, clinical, practica, TBA, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated appropriately for the instructional category.

Hours-per-unit Divisor

The district's criteria for determining the credit hours required to earn each academic unit is no less than 48 hours and no more than 54 hours. Courses that deviate from the standard hours and credit units must include a rationale in the curriculum management system to explain the necessity for additional hours. The Curriculum Review Committee (CRC) and Curriculum Implementation Committee (CIC) will then assess and grant approval for the provided justification.

Standard Formula (Relationship) for Hours and Units of Credit

All courses use the following formula for calculating units of credit:

Minimum hours: divide the total of all student learning hours (lecture, lab, and/or outside of class hours) by 48, then round down to the nearest 0.5 units. Increments below 0.5 units are allowed under special circumstances if the hours are required for licensure, certification, or industry standards.

Expressed as an equation:

Units of Credit

$$\left[\frac{\text{Total Contact Hours} + \text{Outside-of-class Hours}}{48} \right] =$$

Sample Lecture

$$\left[\frac{48 \text{ total contact hours} + 96 \text{ outside of class hours}}{48} \right] = 3 \text{ units}$$

Sample Lab

$$\left[\frac{48 \text{ total contact hours} + 0 \text{ outside of class hours}}{48} \right] = 1 \text{ unit}$$

Maximum hours: divide the total of all student learning hours (lecture, lab, and/or outside of class hours) by 54, then round down to the nearest 0.5 units. Increments below 0.5 units are allowed under special circumstances if the hours are required for licensure, certification, or industry standards.

Expressed as an equation:

Units of Credit

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{54} =$$

Sample Lecture

$$\frac{[54 \text{ total contact hours} + 108 \text{ outside of class hours}]}{54} = 3 \text{ units}$$

Sample Lab

$$\frac{[54 \text{ total contact hours} + 0 \text{ outside of class hours}]}{54} = 1 \text{ unit}$$

Total student learning hours are provided using common ratios of Total Contact Hours (In-class hours) and Outside-of-class hours. The terms that correspond to these ratios are below.

Instructional Category	In-class Hours	Outside-of-class Hours
Lecture (Lecture, Discussion, Seminar and Related Work)	1	2
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0

Calculation Table for Semester Hours and Units (48-54 hours = 1 unit)
SDCCD Hours and Units Table

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 or trimester hour of credit], [or 10 to 12 weeks for one quarter 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.

Clock Hour: If the college offers courses based on “clock hours,” it follows Federal standards for clock-to-credit hour conversions in accordance with 34 CFR §600.2 and §668.8(l)(2).

PURPOSE AND DESCRIPTION

The Chancellor or designee shall develop credit curriculum approval processes that ensure the following criteria are met for all lower and upper division credit courses, certificates, and degrees:

1. The District Colleges will rely primarily upon the Academic Senate(s) for all recommendations pertaining to new or revised, courses, degrees, and certificates. These recommendations must be approved by the college/Continuing Education Curriculum Committee(s) and the Curriculum Instructional Council (CIC) prior to approval by the Board of Trustees and submission to the California Community Colleges Chancellor's Office as required; and
2. All course outlines of record are current and aligned with transfer requirements and industry practices as appropriate.
3. Curriculum is reviewed and approved in a timely fashion—credit curriculum changes will meet established timelines in order to ensure inclusion in the catalog as stated in the District Instructional Services office curriculum calendar for catalog and schedule timelines;
4. Educational awards comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice and the philosophy, mission, and goals of the Colleges; and
5. Awards are appropriate for the mission of the community college; and
6. Reporting and accrediting agencies' requirements are met.

The Chancellor or designee shall develop credit curriculum approval processes that ensure:

1. An annual timeline for submission of new curriculum proposals and modifications is published prior to the start of each academic year;
2. Faculty (contract and adjunct) may initiate curriculum proposals.
3. Students; administrators; District councils and committees; members of the Board of Trustees; and members of the community may suggest curriculum.
4. Alignment of courses is maintained across the District in order to accommodate student mobility between and among the colleges. (See AP 4022);
5. Courses in aligned subject areas (those offered at more than one college) are reviewed and approved by the curriculum committees of each institution that offers the subject area;
6. Courses are not duplicated;
7. All certificates, degrees, and courses follow the California Community Colleges Chancellor's Office approval criteria;
8. All curricula follows accreditation standards and all other applicable federal and state regulations;

9. Effective, efficient, and participatory decision-making, processes for review, and approval of curriculum proposals;
10. Each course is assigned to one subject area;
11. Each course is assigned to at least one discipline;
12. Each degree and certificate is assigned to one program;
13. Aligned subject areas are assigned to a “discipline dean” to coordinate any districtwide issues or concerns;
14. Mandatory curriculum review by:
 - a. A librarian at the originating college;
 - b. Tech Review Liaison at the originating college;
 - c. The Articulation Officer at the originating college;
 - d. The Curriculum Chair at the originating college; and
 - e. The CIC Chair.
15. Optional curriculum review by:
 - a. Discipline faculty at all colleges that offer a course in the subject area;
 - b. Department chair at all colleges that offer a course in the subject area;
 - c. Appropriate dean at all colleges that offer a course in the subject area; and
 - d. Vice President of Instruction at all colleges that offer a course in the subject area.
16. Submission to the Board of Trustees for:
 - a. New course proposals;
 - b. Course deactivations (no longer active at any college);
 - c. Course reactivations (not active at any college);
 - d. New awards (Baccalaureate Degrees, Associate Degrees, Associate Degrees for Transfer, Certificates of Achievement, or Certificates of Performance);
 - e. Award deactivations; or
 - f. Awards with revisions
17. Submission to the California Community Colleges Chancellor’s Office in accordance with the requirements in the current edition of the Program and Course Approval Handbook;
18. Submission to the appropriate accrediting agency;
19. Educational awards shall comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission, and goals of the college;
20. Prerequisites and corequisites for career technical courses shall be reviewed every two years; and
21. All courses shall be reviewed at least once every six years.

The Chancellor or designee shall develop noncredit curriculum approval processes that ensure:

1. An annual timeline for submission of new curriculum proposals and modifications is published prior to the start of each academic year;
2. Faculty (contract and adjunct) may initiate curriculum proposals.
3. Students; administrators; College, Continuing Education and District councils and committees; members of the Board of Trustees; and members of the community may suggest curriculum.
4. Alignment of courses is maintained across the District in order to accommodate student mobility between and among the colleges. (See AP 5022);
5. Courses in aligned subject areas (those offered at more than one college) are reviewed and approved by the curriculum committees of each institution that offers the subject area;
6. Courses are not duplicated;
7. All certificates and courses follow the California Community Colleges Chancellor's Office approval criteria;
8. All curricula follows accreditation standards and all other applicable federal and state regulations;
9. Effective, efficient and participatory decision-making, processes for review and approval of curriculum proposals;
10. Each course is assigned to one subject area;
11. Each course is assigned to at least one discipline;
12. Each degree and certificate is assigned to one program;
13. Mandatory curriculum review by:
 - a. Tech Review Liaison;
 - b. The Curriculum Chair; and
 - c. The CIC Chair.
14. Optional curriculum review by Optional curriculum review by:
 - a. Discipline faculty that offer a course in the subject area;
 - b. Department chair that offers a course in the subject area;
 - c. Appropriate dean at all colleges that offer a course in the subject area;
 - d. Vice President of Instruction;
15. Submission to the Board of Trustees for:
 - a. New course proposals;
 - b. Course deactivations (no longer active);

- c. Course reactivations (not active);
 - d. New awards (of Completion, Certificates of Competency, High School Diploma Programs);
 - e. Award deactivations; or
 - f. Awards with revisions.
16. Submission to the California Community Colleges Chancellor's Office in accordance with the requirements in the current edition of the Program and Course Approval Handbook:
17. Submission to the appropriate accrediting agency;
18. Educational awards shall comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission and goals of the college;
19. Prerequisites and corequisites for career technical courses shall be reviewed every two years; and
20. All courses shall be reviewed at least once every six years.

Reference: Title 5 Sections 51021, 55000 et. seq., and 55100 et seq.;
WASC/ACCJC Accreditation Standard 2;
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

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Supersedes: AP 5020 – *Renumbered 4020*