



**Kern Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4020 Program, Curriculum and Course Development

Rely Primarily upon the Advice and Judgment

Reference:

Education Code Sections 70901 subdivision (b). 70902 subdivision (b). and 78016:

Title 5 Sections 51000, 510 22. 55002.5. 55100, 55130 and 55150:

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: 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24. and 668.8:

ACCJC Accreditation Standards II.A and II. A.9

Note: This policy is legally required.

The programs and curricula of the District shall be of high quality, relevant to community and student needs and evaluated regularly to ensure quality and currency. To that end, the District Chancellor 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 respective Academic Senates in all processes;
- Regular review and justification of programs and course descriptions;
- Opportunities for training of 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 of Trustees.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The District Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

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

The District Chancellor shall also establish procedure 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 instructional clock hours for each credit hour it claims.

Courses - Course additions, deletions, and modifications shall be determined through established college procedures.

The courses of the colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

College procedures for course creation, deletion, and modification shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee(s);
- Appropriate notice and involvement of the affected parties in all processes;
- Regular review and justification of course descriptions;
- Opportunities for training of persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification. In addition to course additions, deletions, and modifications initiated by the college procedures, college administration may initiate the appropriate College procedures.

Final recommendations for course additions, deletions, and modifications shall be recommended to the respective college's Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

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BP 4231 Grade Changes

Rely Primarily Upon the Advice and Judgment

Reference:

Education Code Sections: 76224 and 76232;
Title 5 Section 55025

Note: This policy is legally required.

The instructor of each course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

The District Chancellor or designee shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not to, the following;

- Procedures for students to challenge the correctness of a grade;
- The installation of security measures to protect grade records and grade storage systems from unauthorized access;
- Limitations on access to grade records and grade storage systems;
- Discipline for students or staff who have gained access to grade records and/or altered grades without proper authorization;
- Notice to student, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems has been discovered.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

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BP 4260 Prerequisites and Co-requisites

Rely Primarily Upon the Advice and Judgment

Reference:

Title 5 Sections 55000 and 55003

Note: This policy is legally required.

The District Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set forth in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.