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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

*(Replaces current SBCCD AP 4020)*

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- 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.

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

References: Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;  
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.

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**Approved: 6/06**  
**Revised: 2/19/15**