HARTNELL COMMUNITY COLLEGE DISTRICT
BOARD POLICY AND ADMINISTRATIVE PROCEDURE
ROUTING/TRACKING FORM

Review and approval by the various college governance groups is requested:  Yes ☒  No ☐

Policy/Procedure #:  BP 4020
Policy/Procedure Name:  Program, Curriculum, and Course Development

☑  New  ☐  Revised  ☐  Replaces existing policy/procedure:

New policy/procedure or revisions initiated/proposed by:  Academic Affairs
Reason for new policy/procedure or revisions:  Compliance with ACCJC

<table>
<thead>
<tr>
<th>Reviewing Group</th>
<th>Date</th>
<th>Approval/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routed to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>•  Council:</td>
<td>03/10/15</td>
<td></td>
</tr>
<tr>
<td>•  Academic Senate President</td>
<td>03/10/15</td>
<td>04/10/15</td>
</tr>
<tr>
<td>•  HCFA President</td>
<td>03/10/15</td>
<td>04/10/15</td>
</tr>
<tr>
<td>•  CSEA President</td>
<td>03/10/15</td>
<td>04/10/15</td>
</tr>
<tr>
<td>•  L-39 Chief Steward</td>
<td>03/10/15</td>
<td>04/10/15</td>
</tr>
</tbody>
</table>

Hartnell College Faculty Association
Approved as presented ☐
Approved with changes ☐
Not approved ☐
Comments:

Academic Senate
Approved as presented ☐
Approved with changes ☐
Not approved ☐
Comments:

CSEA
Approved as presented ☐
Approved with changes ☐
Not approved ☐
Comments:

L-39
Approved as presented ☐
Approved with changes ☐
Not approved ☐
Comments:

Council:  Approved as presented ☐
<table>
<thead>
<tr>
<th></th>
<th>Approved as presented</th>
<th>Approved with changes</th>
<th>Not approved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College Planning Council</strong></td>
<td>Approved as presented</td>
<td>Approved with changes</td>
<td>Not approved</td>
</tr>
<tr>
<td><strong>Superintendent/President’s Executive Cabinet</strong></td>
<td>Approved as presented</td>
<td>Approved with changes</td>
<td>Not approved</td>
</tr>
<tr>
<td><strong>Board of Trustees</strong> (First Reading)</td>
<td>Approved as presented</td>
<td>Approved with changes</td>
<td>Not approved</td>
</tr>
<tr>
<td><strong>Board of Trustees</strong> (Consideration)</td>
<td>Approved as presented</td>
<td>Approved with changes</td>
<td>Not approved</td>
</tr>
</tbody>
</table>

**ANTICIPATED TIMELINE**

Board of Trustees first reading to occur on:
Board of Trustees consideration to occur on:

Additional comments:
BP 4020  Program, Curriculum, and Course Development

References:  Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002, 55100, 55130 and 55150; 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; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A

To satisfy statutory requirements and to assure implementation of the Mission and Vision Statements of Hartnell College, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. These procedures shall include:

a) appropriate involvement of the faculty and Academic Senate for making recommendations in the areas of curriculum and academic standards.

b) regular review and justification of courses, degrees and certificates is conducted.

c) all courses, degrees and certificates comply with Title 5 regulations.

d) all new programs and program discontinuance shall be approved by the Board.

e) all new programs shall be submitted to the California Community Colleges Chancellor’s Office for approval.

The Superintendent/President will establish procedures which prescribe the definition of “credit hour” consistent with federal regulations applicable to federal financial aid eligibility.

See Administrative procedures 4020, 4021 and 4025

Approved by Board of Trustees:

New BP