

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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**AR 4020 Curriculum**

**Reference(s):**

Title 5 Sections 51021, 55000 et. seq. and 55100 et. seq.  
34 Code of Federal Regulations Sections Part 600.2  
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

Procedures and requirements attendant to BP 4020 shall be published in the Curriculum and Instruction Handbook, which is maintained by the Curriculum and Instruction Council and the Office of Instructional Services. The Curriculum and Instruction handbook shall include procedures which address:

- initiation, review and approval, and evaluation processes and related criteria
- designated responsibility and authority for initiation, review and approval of courses and programs (e.g. the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- timelines and limits for processes
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

For purposes of federal financial aid eligibility, a “credit hour” shall not be 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 16 weeks for one semester, 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

**Revised: August 10, 2015 (Previously AR 6117)**  
**Revised: September 17, 2018**