

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.12**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.12 Definition of Credit Courses
Revision Date: 11/12
Policy References: Education Code Sections 70901(b), 70902(b) and 78016; Title 5 Sections 51000, 51022, 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; 34 Code of Federal Regulations Sections 600.2, 600.24, 603.24 and 668.8

1. Criteria for credit courses in the San Mateo County Community College District shall be the following:
 - a. The course shall be taught by a faculty member who meets the minimum qualifications for that discipline.
 - b. The course shall be recommended by the college curriculum or instruction committee and approved by the Board of Trustees. Individual degree-applicable credit courses offered as part of an 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.
 - c. The course shall be designed to meet a common set of instructional objectives and shall treat the subject matter with a scope and intensity that requires students to study outside of class time.
 - d. The course shall provide for measurement of student performance based on stated course objectives and uniform grading standards and culminates in a permanently recorded grade.
 - e. The course units of credit shall be based on a pre-specified relationship between the number of units and hours, the type of instruction, and performance criteria. (Title 5, Section 55002.5)
 - f. Units earned in the course shall be applicable toward an A.A./A.S. degree, although a limit may be placed on the number of units acceptable from a single category; or shall be a part of an approved career technical certificate program, or the course can be used as an elective for initial entry into a career or lead to the upgrading of skills within the career; or be designated as a non-degree applicable credit course as defined by Education Code and Title 5.
 - g. Students enrolled in the course shall be registered in the College.
 - h. The course outline of record shall be available in the official files. That outline shall specify unit value; expected contact hours; prerequisites, co-requisites, or advisories; catalog description; objectives and scope of content in terms of a specific body of knowledge; and methods of determining whether those objectives have been met.

6.12 Definition of Credit Courses (continued)

- i. The number of semesters for which a credit course may be designated as "may be repeated for credit" shall conform to Education Code and Title 5.
 - j. Credit courses must meet Education Code and Title 5 requirements.
2. 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 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 Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish a 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 clock hours of instruction for each credit hour it claims.
3. Credit courses shall be administered through the Office of Instruction at each College.